



Position Description

Vacancy Title: **Finance Officer - PROSPER**

Location: **Suva, Fiji**

Reports To: **None**

Objective

The Finance Officer coordinates and manages project financial management functions for PROSPER to ensure compliant budgeting, accounting, reporting, and disbursement processes. Financial records, cashflow controls, and designated account operations are maintained to support effective project implementation and timely decision-making. The Finance Officer reports to the PMU Project Manager and MRMDDM.

Outcomes

Organisational Stakeholders

1. Financial Compliance and Controls Strengthened

- Compliance with Fiji Government and World Bank financial and accounting legislation and policy requirements ensured for project preparation.
- Procedures and requirements for effective project cashflow and budget management during implementation established.
- Technical guidance for Financial Management Procedures inputs to the Project Operations Manual provided in collaboration with the Operations Specialist.

2. Budgeting, Forecasting, and Workplan Support Delivered

- Information required for development of the annual work plan and budget sourced across Ministries and coordinated for the Operations Specialist.
- Quarterly cash forecasts prepared in coordination with the PMU Project Manager.
- Monthly progress reports prepared, including budget utilization, expenditure forecasts, and key actions accomplished during the reporting period.

3. Designated Account and Disbursements Effectively Managed

- Establishment of the project Designated Account coordinated with MRMDDM and the Ministry of Finance.
- Designated Account effectively managed.
- Withdrawal applications prepared and processed in accordance with the Bank's Disbursement Guidelines.

4. Financial Administration and Recordkeeping Completed

- Effective day-to-day administration of project finances ensured.
- Financial records and supporting documentation for all project income and expenditure maintained.

5. Stakeholder Coordination, Missions, and Documentation Produced

- Participation in site visits and World Bank missions completed and summaries of meeting notes prepared.
- Summary notes, meeting minutes, and attendance records for community consultations, workshops, and meetings prepared and submitted to the PMU Project Manager and MRMDDM.
- Timesheets maintained documenting inputs and deliverables for each input.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting/Finance	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting/Finance	

Work Knowledge and Experience

At least 5 years' work experience specializing in project finance, or financial and budget management in a similar role on a similar project scale.

Demonstrated experience working with the World Bank or other International Development Partners (advantage).

Ability to prepare financial reports in accordance with relevant accounting standards.

Extensive experience with accounting and financial management software packages.

Experience in managing contracts for goods, services and major works.

Experience in using technological solutions and computer programmes.

Strong report writing and analytical skills with a demonstrated record of on-time delivery.

Availability for travel to other divisions / offsite locations as required.

Requirements

Language Proficiency

Fluent written and spoken English

Professional Associations

Membership of a relevant professional organisation (advantage).

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	PMU Project Manager	
	PMU Project Manager.	
	Ministry of Finance.	
	Other relevant Ministries/Departments.	
External		
	World Bank	
	Community consultation participants.	
	Workshop and meeting participants.	
	Suppliers/contractors for goods, services and major works (as applicable).	

Attributes

Behavioural Styles

Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Forthright Speaks out frankly without hesitation, showing a direct manner.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

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Contact for Enquiries

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Closing Date: 13 Sep 2026