
Position Description

Vacancy Title: **Accountant**

Location:

Reports To: **None**

Objective

The Accountant is responsible for ensuring the financial integrity, accountability, and sustainability of Pacific Disability Forum's financial operations through the effective management of financial reporting, budgeting, grant administration, compliance, and internal controls. The role supports sound financial stewardship by providing accurate financial information, monitoring organisational and project expenditure, ensuring donor and statutory compliance, and maintaining robust financial management systems. Working collaboratively with program teams, member Organisations of Persons with Disabilities (OPDs), donors, auditors, financial institutions, and service providers, the Accountant ensures that financial resources are managed transparently, efficiently, and in accordance with organisational policies, donor agreements, and legislative requirements. The role contributes to organisational decision-making by delivering reliable financial analysis, identifying financial risks, and supporting continuous improvement in financial management practices across the organisation.

Outcomes

Organisational Stakeholders

1. Financial Management and Reporting

Accurate, timely, and reliable financial information is prepared and maintained to support organisational accountability, effective decision-making, and compliance with financial management requirements.

- Prepare accurate monthly, quarterly, and annual financial reports.
 - Maintain general ledger accounts and financial records.
 - Perform bank, cash, payroll, and balance sheet reconciliations.
 - Monitor cash flow and financial performance against budgets.
 - Ensure timely and accurate financial data for management decision-making.
-

2. Budgeting and Financial Planning

Organisational and project budgets are developed, monitored, and analysed to support effective resource allocation, financial sustainability, and achievement of strategic objectives.

- Budget development processes are supported through the provision of financial information and analysis.
 - Expenditure against approved budgets and funding agreements is monitored and reported.
 - Budget variances are analysed, documented, and reported with recommended corrective actions.
 - Financial forecasts are prepared to support operational and project planning.
 - Budget performance information is communicated to managers and relevant stakeholders.
 - Financial planning processes are supported through the provision of accurate and timely data.
-

3. Grant and Donor Compliance

Grant funding is managed in accordance with donor requirements, contractual obligations, and organisational policies, ensuring transparency, accountability, and continued donor confidence.

- Donor financial reports, acquittals, and supporting documentation are prepared accurately and submitted within agreed deadlines.
 - Grant expenditure is reviewed and monitored for compliance with funding agreements and donor requirements.
 - Project budgets are monitored and reported to program teams and management.
 - Financial advice and guidance are provided to support grant implementation and compliance.
 - Grant financial records are maintained accurately, securely, and in an audit-ready condition.
 - Compliance issues and financial risks are identified and escalated appropriately.
-

4. Financial Control and Risk Management

Effective financial controls and risk management practices are maintained to safeguard organisational resources, ensure compliance, and minimise financial risk.

- Financial transactions are reviewed and processed in accordance with approved policies and procedures.
 - Internal control mechanisms are maintained and strengthened where improvement opportunities are identified.
 - Financial risks are identified, assessed, and reported to management.
 - Asset management, procurement, and expenditure controls are monitored and maintained.
 - Fraud prevention and risk mitigation measures are implemented and monitored.
 - Compliance breaches, irregularities, and control weaknesses are documented and escalated appropriately.
-

5. Audit and Statutory Compliance

Audit requirements and statutory obligations are met through the maintenance of accurate records, effective coordination of audit activities, and compliance with applicable legislative requirements.

- Audit schedules, reconciliations, and supporting documentation are prepared and maintained.
- Internal and external audit processes are coordinated and supported effectively.
- Compliance with taxation, financial reporting, and statutory obligations is monitored and maintained.
- Information requested by auditors is provided accurately and within agreed timeframes.
- Audit findings and recommendations are documented, monitored, and actioned as required.
- Corrective actions arising from audit outcomes are implemented and tracked.

6. Capacity Building and Stakeholder Support

Financial capability, accountability, and understanding are strengthened across the organisation and member stakeholders through effective support, guidance, and collaborative working relationships.

- Financial guidance and technical support are provided to employees, managers, and member organisations as required.
- Financial management systems, processes, and practices are reviewed and improved continuously.
- Financial literacy initiatives and accountability frameworks are supported and promoted.
- Productive relationships with donors, auditors, financial institutions, consultants, and service providers are maintained.
- Financial information and advice are communicated clearly and professionally to stakeholders.
- Stakeholder enquiries and financial support requests are responded to in a timely and effective manner.

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
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting & Finance or Commerce	

Work Knowledge and Experience

Bachelor's degree in Accounting, Finance, Commerce, or a related discipline. Professional accounting certification (CPA, CA, ACCA, or equivalent) is desirable.

At least 3-5 years' experience in accounting, financial management, or grant finance.

Experience working with donor-funded projects and grant compliance requirements.

Experience preparing financial reports, budgets, acquittals, and audit documentation.

Experience within the not-for-profit, development, or regional sector is desirable.

Strong understanding of accounting principles, financial controls, and reporting standards.

Understanding of disability inclusion, accessibility, safeguarding, and the Pacific regional context.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Management Team	
	Chief Executive Officer	
	Finance and Corporate Services Team	
External		
	Donor Agencies	
	Member OPDs	
	Auditors	
	Government Ministries	
	Auditors; banks; donors; regulators; professional advisers; suppliers; insurers; partner OPDs and service providers.	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions

How To Apply

--

Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 08 Nov 2026