Pacific Disability Forum

# Position Description

Vacancy Title: **Finance Officer**
Location:
Reports To: **None**

## Objective

The Finance Officer supports the effective financial management of the Pacific Disability Forum by ensuring accurate processing of financial transactions, maintaining financial records, supporting budgeting and reporting processes, and ensuring compliance with organisational policies, donor requirements, and financial regulations. The role contributes to the efficient use of resources and strengthens accountability, transparency, and financial sustainability across all programmes and operations

## Outcomes

**Organisational Stakeholders**

1. Financial Transaction Processing

- Process payments, receipts, reimbursements, and journal entries in a timely and accurate manner.
- Verify supporting documentation and ensure all transactions are appropriately authorised.
- Maintain cashbooks, accounts payable, and accounts receivable records.
- Ensure compliance with internal financial controls and procurement procedures.

2. Financial Records and Reconciliations

- Maintain accurate and up-to-date financial records and accounting systems.
- Prepare monthly bank reconciliations and reconcile general ledger accounts.
- Review transactions for accuracy and follow up on discrepancies.
- Maintain complete audit trails and supporting documentation.

3. Budget Monitoring and Grant Financial Management

- Monitor expenditure against approved budgets and donor funding agreements.
- Assist programme teams in tracking project budgets and financial commitments.
- Review coding of expenditure to ensure alignment with projects and funding sources.
- Report budget variances and recommend corrective actions where required.

4. Financial Reporting and Donor Compliance

- Prepare monthly financial reports and supporting schedules.
- Assist with donor financial acquittals and reporting requirements.
- Support preparation of annual financial statements and management reports.
- Ensure compliance with donor requirements, accounting standards, and organisational policies.

5. Audit and Compliance Support

- Coordinate financial information and documentation required for internal and external audits.
- Support implementation of audit recommendations and financial improvements.
- Monitor compliance with financial policies, procedures, and statutory obligations.
- Maintain secure and confidential financial records.

6. Systems, Administration and Continuous Improvement

- Contribute to improvements in financial systems, controls, and processes.
- Support maintenance of electronic and physical filing systems.
- Assist with finance-related training and guidance for staff where required.
- Promote accountability, efficiency, and best practice across the organisation.

## Responsibilities - Key Competencies

| Competence | Description |
|---|---|
| **Business** | |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| **Customer** | |


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| Competence | Description |
|---|---|
| Quality Focus | Deliver quality. |
| **People** | |
| 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. |

## Qualifications

| Qualification | Discipline | Notes |
|---|---|---|
| **Preferred** | | |
| Degree | Accounting & Finance or Commerce | Degree or Diploma in Accounting, Finance, Commerce, Business Administration, or a related field. |

## Work Knowledge and Experience

Minimum 3 years' relevant experience in finance, accounting, or financial administration.

Experience managing financial records, reconciliations, budgets, and reporting.

Experience working with donor-funded projects, NGOs, or regional organisations is desirable.

Experience using accounting software and Microsoft Office applications, particularly Excel.

Sound understanding of accounting principles and financial management practices.

Understanding of disability inclusion, safeguarding, and the Pacific regional context would be an advantage.

## Requirements

## Other Required Statements

No other required statements found.

## Interactions

| Type | Interaction | Comments |
|---|---|---|
| **Internal** | | |
| | All staff | |
| | Chief Executive Officer | |
| | Senior Management Team | |
| | Program Manager | |
| **External** | | |
| | Donors | |
| | Auditors | |
| | Suppliers | |
| | Government Officials | |

## 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. |
| Detail oriented | Attends to the small elements of a task/activity, ensuring completeness and accuracy. |
| Energetic | Constantly active and driven to put in effort. Works hard to promote an enterprise. |
| **Interpersonal Styles** | |
| Empathic | Has the ability to understand somebody else's feelings or difficulties. |
| Extrovert | Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations. |
| Realistic | Shows concern for facts and reality, rejecting the impractical. |
| **Thinking Styles** | |


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| | |
|---|---|
| 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. |
| 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

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

**Closing Date: 15 Nov 2026**


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