



FIJI POLICE WELFARE SOCIETY

The Chairman of the Fiji Police Welfare Society invites suitably qualified and eligible applicants for the following position to submit a **signed application** with relevant CV and supporting documents through email to fjpolins.welfaresociety@gmail.com

ACCOUNTANT (PART-TIME)

Job Purpose:

Provide accounting and administrative support to ensure that the daily accounting functions of the FPWS are executed accurately and effectively.

Responsibilities

1. Reports to the Chairman and Board of Directors all the financial records and other related accounting transactions of the scheme.
2. Provides financial information to management by researching and analyzing accounting data; preparing reports.
3. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Secures financial information by completing database backups.
7. Reconciles financial discrepancies by collecting and analyzing account information.
8. Prepare payment by verifying documentation, and requesting disbursements
9. Assist with any tasks conducted within the accounting department
10. Maintain effective lines of communication with and between unit staff, Chairman, Board Members, and other organizations for the collective achievement of the unit, department's objective.
11. Actively contribute to unit and corporate requirements

Skills and Abilities

1. Significant communication skills
2. Computer literate, as accountant to identify and rectify discrepancies
3. Accuracy and attention to detail
4. Ability to forecast accounting commitments
5. Reporting skills
6. Time & Data entry management

Person Specification:

Must possess accounting experience with a Diploma in Business Accounting or an equivalent area of study from a recognized institute.

Eligibility

All applicants for employment in the Fiji Police Welfare Society must be Fiji Citizens, fully vaccinated by 01.11.21 in sound health with a clean police record. Only successful applicants will be contacted for interview and will be required to provide a medical report, police clearance and a copy of their Vaccination Card as a condition of employment.

Rate: \$8.92 per hour

Closing Date: 19th November. Late applications will not be considered.