



## Role Description: Finance Officer

June 2024

### ABOUT FIELD READY

Field Ready is dedicated to bringing innovation to international disaster relief. Our vision is to meet humanitarian needs by transforming logistics through technology, innovative design and engaging people in new ways. We make useful items to solve problems locally in various sectors such as health, water, and sanitation. We do this by using the latest technology as well as traditional manufacturing. We pass on these skills to others through training and pioneering innovative approaches to the toughest challenges. The impact of this is dramatically improved efficiency in aid delivery by quickly meeting needs and cutting procurement costs. Our approach is truly effective and ground-breaking. For more information, please visit [www.fieldready.org](http://www.fieldready.org).

### POSITION SUMMARY

The Finance Officer will provide financial and administrative management services. The Finance Officer will report to the Finance Manager and coordinate with the Regional Director to oversee business functions and operational processes and ensure policies adhere to Field Ready's and USAID's regulations and guidelines. The Finance Officer role will be a full-time position based in Suva, Fiji.

### RESPONSIBILITIES

The Finance Officer's responsibilities include but are not limited to:

1. Assist with accounts payable and accounts receivable functions, including processing invoices, verifying transactions, and reconciling discrepancies.
2. Assist to prepare and process expense reports and reimbursements.
3. Maintain accurate financial records and documentation.
4. Assist with payroll processing and related activities.
5. Assist with budgeting and forecasting activities.
6. Enter Key Travel agency information into accounting and reconcile
7. Respond to inquiries from employees and vendors regarding financial matters.
8. Support month-end and year-end close processes.
9. Assist with audits by providing supporting documentation and information.
10. Ensure compliance with Field Ready and donors' policies, procedures, and regulatory requirements.
11. Perform general administrative tasks such as filing, data entry, and scheduling meetings.
12. Collaborate with other departments to support overall business objectives.

13. Continuously seek opportunities to improve processes and procedures within the finance department.

## REQUIREMENTS & QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, Business Administration, or related field preferred.
- At least two years of experience in Not-for-profit financial management, with experience in finance of donor-funded programs preferred.
- Strong proficiency in Microsoft Office, particularly Excel and Word.
- Excellent organizational and time management skills.
- Attention to detail and accuracy in data entry and financial calculations.
- Ability to maintain confidentiality and handle sensitive information.
- Effective communication skills, both written and verbal.
- Demonstrated strong initiative skills and ability to complete tasks both independently and collaboratively as a team member.
- Demonstrated ability to mentor people on financial processes and protocols including people from a non-finance background or with a low base of understanding.
- Understanding of US Government funding regulations and operational guidelines would be an asset
- Knowledge of Xero accounting software systems would be an asset.

### How to apply

The position, based in Suva, Fiji.

We encourage applications from persons with disabilities, women, ethnic minorities, and other marginalized groups.

Applications will be accepted until 31<sup>st</sup> July 2024.

Interested candidates should submit a cover letter and their résumé in English to the following email address: [hr.pacific@fieldready.org](mailto:hr.pacific@fieldready.org)

Please state **“Application – Finance Officer”** in the subject line of the email.

Please note: Only Shortlisted and successful candidates will be contacted.