

Are you self-motivated? Enthusiastic and driven?



VAC 38/2022: TEAM LEADER FINANCIAL REPORTING [SUVA]

Reporting to Manager Finance, you will be responsible for ensuring proper control over reconciliations, monthly management accounts, month end and year end closing process, application of accounting policy and International Financial Reporting Standards. You will also be required to assist management in the preparation of the Fund and 100% owned Subsidiaries Annual Financial Statements and Group consolidation.

Position Requirements

- Degree in Accounting, Finance or equivalent.
- At least three (3) years' experience in a supervisory role with financial reporting/accounting skills.
- Must be a Chartered Accountant or have a CPA accreditation. CPA is desirable.
- Knowledge of accepted accounting & auditing practices, basic economic principles and applicable laws and regulations.
- Knowledge of and practical application of International Financial Reporting Standards for Defined Contribution Scheme.
- Knowledge of taxation and tax regulations, RBF supervisory policies and FPNF Act.
- In depth knowledge and understanding of the Funds products, services and procedures.
- High levels of integrity and professional ethics.
- Excellent analytical and organizational skills with the capacity to handle multiple tasks under tight deadlines and competing priorities.
- Excellent customer service and effective communication skills.
- Proven excellence in team work.

VAC 39/2022: IT AUDITOR [SUVA]

Reporting to the Auditor-in-Charge, you will play a key role in assisting the Group (FNPf & 100% owned subsidiaries) by protecting its internal controls and data within its technology systems. You will also safeguard information by identifying weaknesses and create strategies to assist in preventing security breaches and ensuring sufficient controls are in place.

Position Requirements

- Degree in Accounting and/or Information Technology, Computer Science, Information Systems or Systems related Certifications.
- At least two (2) years' experience in areas of network and systems or relevant work experience as an IT Auditor would be preferable.
- Preferably working towards or is Certified Information Systems Auditor (CISA).
- Knowledge of IT practices, network and application vulnerability assessment, change control, business continuity, data privacy and risk assessment practices.
- Ability to perform control reviews on systems development, operation, programming, control, security procedures and standards.
- Sound knowledge of IT audit methodologies and current practices.
- Strong attention to detail with an analytical mind and outstanding problem solving skills.
- Excellent written and oral communication and reporting skills.
- Able to work independently and as a team.

VAC 40/2022: COMPLIANCE OFFICER [SUVA/ NADI/LABASA]

Reporting to Team Leader Compliance, you will play a key role in the collection and timely distribution of contributions received into member accounts, debt recovery processing, ensuring compliance from employers' whilst delivering excellent customer services.

Position Requirements

- Diploma in Accounting, Banking & Finance, Economics, Management or equivalent.
- At least two (2) years' experience in Contribution, Collection and Compliance work.
- Knowledge and understanding of the FNPf Act 2011 and FNPf Regulations 2014.
- Excellent communication and interpersonal skills.
- High levels of integrity and professional ethics.
- Highly analytical with strong attention to detail.
- Strong time management and organizational skills.
- Proficient with Microsoft Office Programs.

VAC 41/2022: CASHIER [SUVA]

Reporting to Team Leader Asset & Cash Management, you will be responsible for receipting of all monies and attending to general member/employer enquiries.

Position Requirements

- Diploma in Accounting, Business Studies or equivalent.
- No experience required however, it would be an advantage.
- Basic knowledge and understanding of the Funds products and procedures.
- Knowledgeable of VAT and the FNPf Act.
- Proficient with Microsoft Office Programs.
- Excellent customer service and communication skills.
- High levels of integrity and professional ethics.
- Able to work well under pressure.

A detailed job description for the above position can be accessible on the following link: <https://www.myfnpf.com.fj/index.php/careers>

A market driven salary will be offered to the successful candidate

To submit your applications please visit our website: [myfnpf.com.fj](https://www.myfnpf.com.fj).

**Applications close on Friday 25th
November, 2022**