

ROLE PURPOSE

Role Title: Finance Coordinator - Pacific

Division: Programs and Partners

Location: Suva, Fiji

Date: April 2026

Employment type: Full time fixed term contract for four years

Dual Report to: Country Director – Pacific Island Countries, and Head of Programs Finance

Number of direct reports: 0

Leadership Band: Leads self

Purpose of the role:

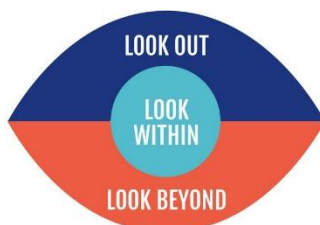
The Finance Coordinator - Pacific is responsible for supporting and coordinating financial management and accounting activities across multiple countries within the Pacific region. This role ensures the delivery of accurate financial reporting, compliance with organisational policies and donor requirements, and effective financial and planning support to program operations.

The Finance Coordinator - Pacific is accountable for assisting with the transactional, administrative, day-to-day operational, financial & management accounting, planning and forecasting preparation of financial reports and project support required by the Pacific team.

The Finance Coordinator - Pacific will own the outcomes of:

- Coordinate the day-to-day financial operations, planning and forecasting, management accounting, donor reporting and project financial support across Pacific Island countries.
- Ensure consistency in financial processes, policies, and reporting standards, including adherence to The Foundation's financial policies and procedures.
- Provide financial advice, analysis and technical guidance to the Pacific programs team.
- Monitor financial performance against budgets and forecasts, supporting and contributing to replanning of activities.
- Ensure end of year financial reporting, including the preparation of annual financial statements, are completed within agreed timeframes.
- Work closely with program teams to align financial planning with operational needs and assess inherent risks in financial projections.
- Work closely with implementing partners across the region to assess and develop financial capacity
- Prepare and review monthly reconciliations of the General Ledger ensuring that the balance sheet is correct.
- Support compliance with donor regulations and statutory requirements across Pacific Island countries.
- Identify opportunities for process improvements and efficiency gains.
- Keep up to date with changes to International Accounting Standards to produce compliant financial statements.
- Other tasks as requested by your manager.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Sound knowledge of financial accounting systems
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels

Essential Experience:

- CPA or CA Qualification with minimum of 8+ years working experience in accounting roles., preferably in a regional or multi-country context.
- Demonstrated experience in project costing, budgeting, planning and financial risk assessments
- Demonstrated experience in using multiple financial systems and the ability to assimilate with emerging technologies/ systems.
- Sound knowledge of reconciliations, consolidated financial statements, treasury, cashflow reporting and monitoring.

Desirable Experience:

- Experience in an international NGO environment or multinational corporation
- Donor funded financial management and reporting.
- Experience with change management.

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| <ul style="list-style-type: none"> • Strong problem-solving skills and ability to initiate tasks without supervision • Advance level skills in in computer usage-Excel, Word and E-mails systems • Strong analytical skills • Excellent organisational and time management skills. | <ul style="list-style-type: none"> • Utilising Oracle, Sun system or other ERP systems, business intelligence systems such as Info BI or Power BI, and business planning systems. |
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Qualifications:

CPA or CA Qualification

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect
This position does not involve “Working with Children” either direct or indirect.

Travel:

Not required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.