

## VACANCY

### FINANCE ASSISTANT

#### OFFICE OF THE VICE PRESIDENT REGIONAL CAMPUSES (ESTATES & INFRASTRUCTURE), USP, Nauru Campus - NCA006

##### The Opportunity

The Financial Assistant will carry out all the crucial role of providing the entire finance support services to the Campus under the guidance of the Campus Director. As part of the role, the appointee will assist with the verification, monitoring and reporting of all the financials for the Campus; provide support to ensure that the Campus remains within the approved budgets and relevant savings is derived and assist in the preparation of the budget for the Campus and carry out variance analysis.

The duties will include but not limited to: receive and check all finance claims for compliance with USP finance regulation and forward to Campus Director for approval; processing and handling procurement requests and facilitate the payment of invoices to vendors; respond and liaise with finance on queries relating to finance claims checked; assist Campus Director in monitoring of expenses against the monthly budgets; thorough knowledge of budget preparations and carrying out variance analysis; receiving of all goods and services and entering into banner system for the Campus Director's office; in charge of petty cash; maintain/filling of records such as fixed assets and attractive items register, invoice requests, LVPO's receiving documents and all other finance documents; and other ad-hoc tasks as directed by the Campus Director.

##### The Person We Seek

To be considered for this position, applicants must have: Bachelor of Commerce Degree majoring in Accounting and/or Financial Management with 4 years of subsequent work experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training; ability to prepare

budgets and carry out variance analysis; experience in processing of claims and procurements of goods and services; handling of petty cash; knowledge of finance policies and procedures; very good communication skills (both oral and written); self-motivated, team player, honest and change oriented; computer literacy/in-depth knowledge of Microsoft Word and Excel; ability to work in multi-cultural environment; ability to work under pressure; and ability to work as part of a team or independently, using own initiatives.

##### Remuneration

The position is available for a term of 3 years and may be renewed by mutual agreement.

##### Salary Range:

Grade 6 AUD \$ 19,907 to AUD \$ 22,307 per annum

**Enquiries:** Ms. Salaseini Malo, Associate Manager Regional Campuses; email: salaseini.malo@usp.ac.fj

**Closing date for applications: 12 July 2020**

##### HOW TO APPLY

Candidates are strongly encouraged to use the University's on-line E-Recruitment system to view further details and apply for this position at [www.usprecruits.usp.ac.fj](http://www.usprecruits.usp.ac.fj) Candidates may request further information, send enquiries by email to Human Resources Office, ph: (679) 3232072; email: hrhelp@usp.ac.fj or personnel@usp.ac.fj

Please also include the following documents in your application: Cover letter and Resume clearly addressing key Selection Criteria, and names of three work referees, one of which must be your current or most recent direct work supervisor. Only shortlisted candidates will be contacted.