



Position Title:	Finance Assistant	
Level and Salary:	Level 4	\$19,486 to 29,400
Employer	TFSP2 Project -May/June	TFA July '25 (3 year contract)
Location:	Funafuti	
Reports to:	The Finance Manager	
Supervises:	None	

Position summary:

The Finance Assistant provides administrative support to the Finance Manager by handling clerical tasks and providing a key support service across all areas of Finance work.

Main responsibilities:

The post holder will handle data entry, invoice processing, maintaining financial records, reconciling bank statements, and generally assisting with day-to-day accounting operations, ensuring accuracy and compliance with the Authority's financial regulations.

Main duties:

Under the supervision of the Finance Manager:

- **Data entry:**

Inputting financial transactions into accounting software from invoices, receipts, and other documents.

- **Invoice processing:**

Reviewing and verifying vendor invoices, preparing payment batches, and filing invoices electronically.

- **Accounts receivable:**

Following up on outstanding customer payments, generating invoices, and managing customer accounts.

- **Accounts payable:**

Processing vendor invoices, reconciling accounts payable balances, and ensuring timely payments.

- **Payroll:**

Processing of the fortnightly payroll for staff.

- **Bank reconciliation:**

Matching bank statements to accounting records to identify discrepancies and resolve issues.

- **Record keeping:**

Maintaining accurate financial records, including filing supporting documents and updating accounting ledgers.

- **Petty cash management:**

Tracking petty cash transactions and reconciling petty cash fund.

- **General administrative tasks:**

Answering phone calls, filing documents, managing office supplies related to accounting.

- **Reporting:**

Assisting in the preparation of financial reports and statements by gathering data and compiling information.

Person Specifications:

Qualifications/experience

- A Certificate or Diploma qualification in accounting, book-keeping or a related field
- At least 2 years experience in an accounting or finance role

Skills and Abilities

- Strong attention to detail and accuracy
- Some experience of accounting software (preferably QuickBooks) and MS Excel
- Good organizational skills
- Basic understanding of accounting principles
- Good mathematics skills and ability to perform calculations accurately