



EMBASSY OF THE REPUBLIC OF FIJI Brussels, BELGIUM

Advertisement for the Post of

ACCOUNTS AND ADMINISTRATION ASSISTANT

The Embassy of the Republic of Fiji in Brussels, Belgium invites suitably qualified and eligible applicants for the post of Accounts and Administration Assistant.

BASIS OF SELECTION

All applicants must be eligible to work in Belgium. They must meet all the essential requirements stated below.

The Embassy of the Republic of Fiji does not reimburse any travel costs to and from interview nor does it reimburse any relocation costs. The Embassy of the Republic of Fiji does not sponsor work permits applications on behalf of candidates.

The Embassy of the Republic of Fiji is an equal opportunities employer and welcomes applications from diverse sections of the community.

All applicants must clearly demonstrate on their application that they meet all the qualification requirements stated below.

Applications are to be submitted in the form of a cover letter and a resume, stating interest and suitability, by the closing date. Applications received after the closing date will be disqualified.

DUTIES AND RESPONSIBILITIES

Under the direction of the Head of the Mission and supervision of Diplomats, the Administration and Finance Assistant will perform the following functions:

- handle daily financial transactions including preparation of payment vouchers, processing payments, revenue receipts and management of petty cash in accordance with the financial and administrative regulations, policies, guidelines and standard operating procedures of the Fijian Government;
- prepare monthly financial statement of accounts, reconciliation statements and compile reports for timely submission to Headquarters, Suva, Fiji;
- aid in preparation of Mission's annual budget submission;
- maintain proper and up-to-date financial records and database systems;
- chauffeur for the Head of the Mission and undertake driving duties for Diplomats as required;
- maintenance and general upkeep of Mission's motor vehicle fleet;

- provide general administrative support to a diverse team including purchasing of office supplies, books & periodicals, furniture & equipment, insurance, etc. for the Mission and diplomatic staff;
- liaising with the Mission's external suppliers and service providers;
- provides logistic support to the Head of the Mission and Diplomats in organising meetings, events, official trips and visits;
- assist in carrying out Mission's annual Board of Survey (BOS);
- maintenance and general upkeep of the Head of the Mission's residence;
- maintenance and general upkeep of the Office and other Mission properties including furniture, electronic equipment, computers and IT equipment;
- assist with maintenance of Mission's website;
- assist in providing protocol and consular services;
- work as part of the team - help in the organisation and smooth running of the Mission events;
- perform other duties as and when required.

CORE COMPETENCIES

- Good knowledge of financial rules and regulations
- Good knowledge and application skills for Microsoft office programmes
- Possess good knowledge to observe diplomatic protocols and etiquette
- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Must possess pleasant personality and respect for diverse cultures
- Professionalism
- Accountability

REQUIRED QUALIFICATION AND EXPERIENCE

Education

- Diploma in accounting, management, office administration or related fields is required.
- Bachelor's degree in any of the above stipulated fields would be preferable.

Experience

- At least 2 years of relevant work experience in accounting and general office administration.
- Demonstrated attention to detail, organization and analytical skills.
- Awareness of the applicable Belgian legislations, regulations, policies and procedures for diplomatic missions.

Language Requirements

- Fluency in English and French is required.
- Knowledge of Dutch will be an asset.

Others

- A valid Belgian full driving license is required.

REMUNERATION

A competitive salary will be offered to the successful candidate

SUBMITTING APPLICATION

Interested applicants can submit their applications through email to reception@fijiembassy.be or send by mail to:

Embassy of the Republic of Fiji
92 - 94 Square Eugène Plasky
1030 Brussels
BELGIUM

Closing Date: 17:00, 26 April 2019