



VACANCY

The Online Safety Commission invites applications from suitably qualified candidates for the vacancy referred to below. The appointee will report to the Commissioner and will be required to assist in the effective and efficient operation of the Office.

Vacancy No	Position Title/ Duty Station	Salary Band	No. of positions	Contract Duration
OSC08/2023	Assistant Accountant – Suva	Band E: \$19,041.75	1	3 years

JOB DESCRIPTION

The role is responsible in completing basic bookkeeping, clerical and accounting tasks for the Commission. The duties include preparing commission budgets, building and assessing financial reports and managing the commission's payroll process.

KEY RESPONSIBILITIES

- Collaborate with Commissioner and other team members to successfully execute various accounting tasks.
- Maintain commission ledgers and daily financial transactions.
- Create financial documents such as payment vouchers, payables and purchase orders.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, and vendors.
- Create daily reports for management.

PERSON SPECIFICATION

Knowledge and Experience

- Degree in Accounting, Finance or related field, or 3 years relevant experience.
- Minimum 2 years' experience as an Assistant Accountant or accounts/finance related role.

Skills and Abilities

- Competent IT skills, particularly proficiency with spreadsheet software

- High level of accuracy
- Written and verbal communication skills
- Ability to work independently and as a team member
- Excellent organization skills and detail oriented
- Problem solving
- Time management skills
- Professionalism and good work ethic
- Ability to work under pressure

ELIGIBILITY

All applicants for employment at the Online Safety Commission must be of good character, with a background that demonstrates their commitment to the value and principles of the Commission contained in the Online Safety Act 2018. Applicants must also be Fijian citizens, under the age of 55 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

SUBMISSION

Applicants must submit the following:

1. A detailed and updated curriculum vitae (CV);
2. The contact details of at least two (2) referees with one (1) being the current employer if applicable; and
3. Certified copies of academic certificates and transcripts.

We do not require written referee reports, or qualifications to be submitted with your application at this stage. These will be verified as required later in the process.

Applications stating the vacancy number can be submitted in one of the following ways by **4.00pm on Wednesday, 22 February 2023**. **Late applications will not be accepted. Applicants are encouraged to submit their application via email.**

Email; or	careers@osc.com.fj
Post; or	'Vacancy Number' The Commissioner – Online Safety Commission P. O. Box 51 Suva
Hand Delivery	'Vacancy Number' Online Safety Commission Level 9 Suvavou House 401 Victoria Parade Suva