

## **JOB DESCRIPTION – FINANCE ASSISTANT**

### **Position Purpose**

The Online Safety Commission (OSC) is seeking a suitably qualified and motivated individual to fill the position of Finance Assistant. The role is of finance assistant provides administrative and financial support to the Accounts department by assisting with the day-to day financial operations of the Online Safety Commission Office. The role ensures that all financial transactions are processed accurately and promptly, supports compliance with government financial regulations, and contributes to effective financial management reporting.

| <b>Vacancy No</b> | <b>Position</b>   | <b>Salary Range</b> | <b>No. of positions</b> | <b>Contract Duration</b> |
|-------------------|-------------------|---------------------|-------------------------|--------------------------|
| OSC 03/2026       | Finance Assistant | \$20,000 - \$25,000 | 1                       | 3 years                  |

### **KEY RESPONSIBILITIES**

#### **Financial Operations**

- Assist in processing payments, invoices, purchase orders, and reimbursement claims.
- Prepare payment vouchers and maintain supporting documentation.
- Process supplier invoices and ensure timely payments.
- Assist with accounts payable and accounts receivable functions
- Maintain accurate financial records and filing systems.

#### **Budget and Financial Reporting**

- Assist in monitoring budget expenditure against approved allocations.
- Update daily expenses in the cheque expenditure
- Support the preparation of annual budgets and financial forecasts.
- Assist in compiling financial information for management reports and audits.

#### **Payroll Administration**

- Assist in the preparation and processing of payroll.
- Maintain payroll records and staff leave records.
- Ensure statutory deductions and employer contributions are processed accurately.

#### **Procurement Support**

- Assist with procurement processes in accordance with government procurement policies.
- Monitor outstanding purchase orders and supplier payments.

### **Compliance and Audit**

- Ensure compliance with government financial policies, procedures, and accounting standards.
- Maintain confidentiality of financial information.

### **Administrative Support**

- Maintain financing filing systems, both electronic and manual.
- Respond to finance-related enquiries from staff and suppliers
- Perform other finance and administrative duties assigned by supervisor

## **PERSON SPECIFICATION**

### **Knowledge and Experience**

- Diploma in Accounting, Finance, Commerce, Management or a related field
- Minimum of two (2) years' relevant experience in finance, accounting or a similar technical role.
- Experience working within the public sector or a statutory organisation is desirable.
- Experience using financial management systems and Microsoft excel, Microsoft Word, Microsoft Power-point.

### **Skills and Abilities**

- Knowledge of accounting principles and financial procedures.
- Understanding of government financial regulations and procurement processes
- Strong numerical and analytical skills.
- Excellent organisational and record keeping abilities
- High level of accuracy and attention detail
- Good communication and interpersonal skills.
- Ability to maintain confidentiality and work with minimal supervision.

### **Personal Attributes**

- High level of professionalism, integrity, and confidentiality.
- Accountability
- Attention to detail
- Time management
- Teamwork and collaboration
- Problem-solving and analytical thinking

### **Expected Outcomes**

- Timely and accurate financial reporting.
- Compliance with government financial policies and regulations.
- Strong internal financial controls and audit readiness.
- Efficient payment processing and procurement support
- Accurate payroll administration and statutory compliance

- Sound stewardship of public funds and organizational resources.

### **ELIGIBILITY**

The Online Safety Commission (OSC) welcomes applications from qualified candidates. All applicants must:

- Be of good character and demonstrate a commitment to the values and principles of the OSC as outlined in the **Online Safety Act 2018**.
- Provide a medical certificate and police clearance prior to taking up duty if selected.

### **SUBMISSION**

Applicants must submit the following:

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

All applications must **state the vacancy number OSC 03/2026** and be submitted via **e-application** to [careers@onlinesafetycommission.com](mailto:careers@onlinesafetycommission.com) by **11th September 2026**.

Late applications will not be accepted. Only e-applications submitted to the above email address will be considered.