

18. Communicate financial status and risks to stakeholders promptly.
19. Conduct post-project evaluations to identify lessons learned and best practices for future project control improvements.
20. Manage PMO's operating expenses and manage petty cash for the Unit.
21. General Responsibility to undertake all other duties as directed by the supervising officer or Director Projects

Key Challenges / Decisions / Success Factors:

- Commercial acumen and attitude
- Timely and accurate measurement
- excellent understanding of project finances
- Demonstration of probity and compliance with governance processes in accounting
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests

Direct Reports: None

Minimum Qualifications Requirement (MQR):

- A Bachelor's degree in the field of accounting or related field
- A minimum of 3 years of similar work experience as a Project Accountant
- Professional certification such as CPA, or equivalent will be an added advantage

Knowledge and Skills

- Use of records and data management software
- Excellent Analytical Skills
- Good Communication skills
- Proficiency in accounting software and Microsoft Office Suite.
- Good Knowledge of Financial Reporting
- Risk Management and Cost Controls Skills
- Excellent finance and procurement knowledge
- Good interpersonal skills and team-building skills
- Must be resilience, have courage and act with integrity
- Demonstrated capacity to take initiative and achieve results
- Ability to work with minimum supervision
- Ability to manage multiple projects simultaneously and meet deadlines.

Key Relationships:

Internal: Fiji Airports Sections

External: CAAF, Fiji Airways, Air Terminal Services, consultants, Contractors, Tenants