



Ministry of Local Government

FFA House - 4 Gladstone Road
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25 July 2025

Expression of Interest (EOI) – Manager Finance (Acting)

The Ministry of Local Government invites Expression of Interest (EOI) from qualified and experienced applicants for positions of Manager Finance (Acting). The successful candidate will be contracted for three (3) weeks.

The Manager Finance (Acting) is a management role reporting to Permanent Secretary. The position will be responsible for managing and supervising the daily operations of the Ministry's Accounts Section, a functional Unit of the Corporate Services Division.

It ensures efficient and timely delivery of the financial and effective support services to facilitate the implementation of the Ministry's budgeted programmes to achieve its goals and objectives in accordance with the requirements of the Finance Act, Financial Instructions, Procurement Regulations and relevant existing rules and regulations.

Also, it provides guidance and financial advice on all accounting matters and is responsible for the provision of accurate and timely financial reports to the Executive Management for informed decisions.

EOI submissions must include a cover letter of no more than two pages detailing how you meet the qualifications, knowledge, experience, skills and abilities required for the position and current curriculum vitae. Please also provide contact details of two referees. The role description for the position is available on the Ministry of Local Government website – www.mlg.gov.fj.

If you are interested in applying for the position and would like more information, please contact mlgvacancy@gmail.com.

CLOSING DATE:

Applications must be submitted by 4.30pm on Thursday, 31 July 2025

Late applications will not be considered.

Thank you,

Seema Sharma

Permanent Secretary for Local Government