



Ministry of Local Government

FFA House - 4 Gladstone Road
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12 August 2025

Expression of Interest (EOI) – Accounts Officer

The Ministry of Local Government invites Expression of Interest (EOI) from qualified and experienced applicants for positions of Accounts Officer. The successful candidate will be undertaking this role.

The Accounts Officer is to prepare reconciliations for underline accounts under Operating Fund Account. Prepare capital project acquittals for all projects with updates for physical and financial progress.

Also prepare and maintain the expendable and non-expendable inventory registers for the Ministry. Maintain the registers and prepare payments for Provisional Tax (PT), Fringe benefit Tax (FBT), Pay as You Earn (PAYE), Vatable Revenues and Fiji National Provident Fund contributions to be paid on a monthly basis.

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 Senior Accounts Officer 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 Monday, 18 August 2025

Late applications will not be considered.

Thank you,


Seema Sharma

Permanent Secretary for Local Government