RONALD McDONALD HOUSE FIJI

WE'RE HIRING

Accounts Executive

LOCATION: NADI FIJI

Ronald McDonald House Fiji supports families with seriously ill children through comfort, care and practical resources. We are looking for a detail-oriented, motivated Accounts Officer to join our Nadi team.

KEY RESPONSIBILITIES

- Financial records: Maintain accurate records of transactions across local Fiji programs.
- Payables & receivables: Process invoices, payments and receipts on time.
- Reporting: Prepare monthly bank reconciliations and financial reports.
- Budgets: Help prepare budgets and monitor expenditure.
- Compliance: Follow accounting standards and organizational policies.
- Audits: Provide documents for internal and external audits.

QUALIFICATIONS & SKILLS

- Education: Diploma or degree in Accounting, Finance or a related field.
- Experience: At least two years in an accounting or finance role.
- Systems: Knowledge of Xero, MYOB, QuickBooks or similar software.
- Approach: Strong attention to detail and problem-solving skills.
- Communication: Excellent written and verbal communication.
- Teamwork: Work well in a small team with minimal supervision.

WHAT WE OFFER

- Meaningful work supporting families in need
- A supportive and compassionate workplace
- Experience with multinational nonprofit organizations

HOW TO APPLY

Send your CV and cover letter to:

orgleader@rmhc.com.fj

DEADLINE

COB Monday, 16 November 2026