



EMPLOYMENT OPPORTUNITIES

WE ARE RECRUITING! Unit Trust of Fiji (UTOF), a Managed Investment Scheme with an investment portfolio of \$190 million is expanding its business representations in Suva, Nadi and Labasa. In view of the growing demand of our services and business expansion plans, we are now looking for Fijians who are passionate, dedicated and committed to join our UTOF Team with the following roles: -

1) Team Leaders – Customer Relations (Suva, Nadi, Labasa)

These are leadership roles and will be directly responsible for managing the day-to-day operations of the branch, assist team in managing risks and meeting regulatory/statutory compliance. The primary responsibility is to drive the outcome-based Key Performance Indicators “KPIs” and grow the business in respective divisions.

2) Customer Relations Officers (Nadi & Labasa)

The Customer Relations Officers will support the Branch Team Leaders in the daily operations of the branch and meeting the customer’s expectations. Additionally, the officers will be assigned to conduct field visitations, attend expositions and carry out presentations to potential investors.

3) Finance Officers (Suva)

The Finance Officers will be required to assist Manager Finance in all accounting and financial administrative related matters. The primary role outcomes are processing of receipts and payments, cash/bank reconciliations, maintenance of trial balance and providing relevant support in preparation of financial statements.

4) Audit and Compliance Support Officer (Suva)

Reporting to Risk, Audit and Compliance Officer, the incumbent will be required to provide support in audit and compliance functions. The role also requires travel to branches as and when needed to conduct periodical risk-based audits and compliance checks/verification.

The minimum qualification requirements (MQR) for the above roles are Degree from various disciplines in management, administration and accounting with relevant 3-5 year’s work and leadership experience. Attractive remuneration packages will be offered based on relevant work experience and qualifications. Applicants who have passed their SiiA examination which is administered by Reserve Bank of Fiji will be an added advantage.

Applications together with outcome-based curriculum vitae should be e-mailed to vacancy@unittrustfiji.com by no later than 4pm on Friday, 25th May 2018. The detailed role descriptions for the above roles can be requested via email to Ms. Elizabeth Waqanisau at elizabeth@unittrustfiji.com

We thank all interested applicants, however, please note only those shortlisted for the interview will be contacted.

Your leading Investment Fund