



EMPLOYMENT OPPORTUNITY

Role Outcomes and Key Attributes

Unit Trust of Fiji (UTOF), a Managed Investment Scheme which has 20,000 investors with an investment portfolio of \$240 million is seeking to recruit individuals for the following roles:

GRADUATE TRAINEE FINANCE

The role will be required to assist the Finance Team in all accounting and financial management. The primary functions are processing of receipts and payments, cash/bank reconciliations and providing relevant support in financial administration. The GT Finance will be based in Suva.

Key attributes, qualification and experience:

- Good interpersonal skills
- Strong computer skills – including formulating spreadsheets, statistical analysis, system applications
- Have excellent communication skills (both verbal and writing)
- Team player
- Time management (working with tight deadlines)
- Critical and analytical thinker
- Good business sense – knowledge of accounting, finance and economics
- Degree in Accounting and Finance
- Minimal experience required

CUSTOMER RELATION OFFICERS – SUVA AND NADI

The CR Officers need to support the Branch Team Leaders in the daily operations of the branch and assist the team in meeting the customer's expectations. Additionally, the officer will be assigned to conduct field visitations, attend expositions and carry out presentations to potential and existing investors.

Key attributes, qualification and experience

- Strong customer interaction and interpersonal skills
- Problem solving
- Good knowledge in system and Microsoft applications
- Have excellent communication skills (both verbal and writing)

- Team player
- Time management (to meet customers' expectations)
- Critical and analytical thinker
- Good business sense – knowledge of customer relationship, Fiji's financial and capital markets, product offerings and general market trend
- Degree in Commerce, Management and Public Administration
- 2-3 years of experience is required

PROJECT SUPPORT OFFICERS

The officers will assist the Registry Team in data cleansing project, customer profile management, liaising with CRO's to collect the additional data with the objective to improve customer turnaround time and meet the statutory/internal policy requirements. The additional project which needs to be delivered by the officers is registration and issuance of investor ID cards. The employment is for an initial term of 12 months and it shall be extended based on the business requirements and project implementation.

Key attributes, qualification and experience

- Good knowledge in system and Microsoft applications
- Have excellent communication skills (both verbal and writing)
- Team player
- Time management (to meet customers' expectations)
- Strong customer interaction and interpersonal skills
- Certificate and/or Diploma in Commerce, Management and Public Administration
- 2-3 years of experience in back office management shall be added advantage

OFFICE ADMINISTRATION/DRIVER

The officer will be responsible to coordinate and oversee all office activities, liaise with the agents, organize and arrange logistics for meetings, forums and roadshows. The officer will also be responsible to handle sensitive and confidential information and organize travel arrangements for CEO and Senior Management Team. Additionally, the officer will carry out the duties allocated by CEO's office.

Key attributes, qualification and experience

- Proven administration experience
- Knowledge of office management and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Clean and valid Driver's Licence
- High school Education and/or Certificate in Business Administration
- 3-5 years of experience in office administration and driving

Interested applicants to submit their application together with an outcome-based curriculum vitae to vacancy@unitrustfiji.com by no later than 4pm on Friday, 26 April 2019.