



Human Rights and Anti-Discrimination Commission

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Level 2 Naibati House 9 Goodenough Street, Suva. Private Mail Bag, Suva, Fiji Islands

Job Description

Position Title

Corporate Support Officer

Reports To

Manager Corporate

Position Summary

The Corporate Support Officer provides comprehensive support across Human Resources, Payroll Administration, Finance, and Corporate Administration functions. The role is responsible for maintaining accurate employee and payroll records, coordinating leave management and reconciliation, assisting with finance data entry and audit backlog clearance, and ensuring effective records management and administrative support across the organization.

Key Responsibilities

Human Resources & Payroll Administration

- Maintain accurate and up-to-date employee records, personnel files, contracts, and HR documentation.
- Administer employee onboarding and offboarding processes.
- Maintain payroll records and supporting documentation.
- Conduct monthly leave reconciliations, ensuring annual leave, sick leave, and other leave balances are accurately recorded and updated.
- Monitor leave applications and maintain leave registers.
- Assist with payroll preparation by verifying timesheets, leave records, allowances, and employee information.
- Ensure compliance with company policies and relevant employment legislation.
- Prepare HR reports and employee data summaries as required.

Finance Support

- Assist with finance data entry into accounting and financial management systems.
- Support the clearance of historical audit and accounting backlogs through accurate data capture and filing.
- Maintain organized financial records and supporting documentation.

*Neither Greater nor Lesser but Equal:
Dignity, Equality and Freedom for All in Fiji*



- Assist with account reconciliations and retrieval of supporting records during audits.
- Support the Finance team with routine administrative and accounting tasks.
- Ensure financial records are filed and archived in accordance with organizational requirements.

Administration & Records Management

- Maintain both physical and electronic filing systems.
- Ensure corporate records, policies, contracts, and administrative documents are accurately maintained and readily accessible.
- Manage document control and records archiving processes.
- Coordinate office administration activities and provide general administrative support.
- Prepare correspondence, reports, meeting minutes, and other business documents as required.
- Assist with procurement administration, vendor records, and contract documentation.
- Support compliance and governance record-keeping requirements.

General Responsibilities

- Maintain confidentiality of employee, payroll, and financial information.
- Contribute to process improvements that enhance efficiency and accuracy.
- Work collaboratively across departments to support organizational objectives.
- Undertake other duties as reasonably assigned by management.

Qualifications & Experience

Essential

- Diploma or Degree in Human Resources, Business Administration, Accounting, Finance, or a related field.
- Minimum 2 years' experience in administration, HR, payroll, finance support, or a similar role.
- Experience maintaining employee records and payroll documentation.
- Experience with data entry and records management.
- Proficiency in Microsoft Office Suite, particularly Excel.

Desirable

- Experience using payroll and accounting software.
- Experience assisting with audits or finance reconciliations.



- Knowledge of employment legislation and HR best practices.

Key Competencies

- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to manage confidential information with discretion.
- Strong numerical and analytical skills.
- Effective written and verbal communication skills.
- Ability to work independently and manage multiple priorities.
- Strong record-keeping and document management capabilities.

Key Performance Indicators (KPIs)

- Accuracy and completeness of HR and payroll records.
- Timely completion of monthly leave reconciliations.
- Reduction and clearance of finance audit backlog.
- Accuracy of finance data entry.
- Compliance with document management and record retention requirements.
- Timely completion of administrative support tasks.

