



## Position Description

Vacancy Title: **Finance Officer**

Location: **Suva, Fiji Islands**

Reports To: **Manager Finance (v 1.00)**

### Objective

The Finance Officer will ensure that all accounting data is entered correctly and timely and in accordance with the procedures of the Finance Department.

### Outcomes

#### Organisational Stakeholders

##### 1. Accounts maintained

- Maintain the general ledger, receivables/ payables processes.
- Implement and monitor strict accounting procedures and practices
- Reconcile financial reports
- Liaise and work with external auditors

##### 2. Accounting support provided to other areas within the organisation

- Financial and costing support
- Budget support
- Stocktake and reconciliation

##### 3. Financial reports produced

- Produce regular financial and other reports for senior management and auditors
- Provide ad hoc financial reports as required

##### 4. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

##### 5. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

##### 6. Procedures developed, monitored and implemented

- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the customer's need
- Implement and monitor risk management procedures

##### 7. Team Management

- Prepare work plans (annual, monthly and weekly basis)
- Delegate work and supervise staff
- Provide guidance

#### Product's Stakeholders

##### 1. Statutory and operationally compliant organisation (department / division)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

### Responsibilities - Key Competencies

#### Competence

#### Description

##### Business

Business Performance	Manage the performance of the organisation.
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Competence	Description
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Business Performance	Manage the performance of the organisation.
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Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

#### Customer

Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
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Quality Focus	Deliver quality.

#### People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
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#### Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.
Technical Strength	Demonstrate knowledge of a specialist discipline.
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#### Operational

Stock Control	Acquire and monitor stock to meet business needs
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting and Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Management	

## Work Knowledge and Experience

Minimum of 2 to 3 years in similar role

Knowledge of Sage Software/ Link Software will be of added advantage

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Chartered Professional Accountant (CPA)

Membership of appropriate Professional Institution

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Finance Team	
	Management Team	
<b>External</b>		
	Suppliers	
	Customers	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Numerate	Shows abilities in quantitative thought and expression.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

## How To Apply

## Contact for Enquiries

Contact Name: HR Team

Contact Email: hrteam@fbc.com.fj

Further Contact Information: 3314333

**Closing Date:** 28 Jan 2024