



## Position Description

Vacancy Title: **Accountant Finance**

Location: **Suva**

Reports To: **Senior Accountant Reporting (v 2.05)**

### Objective

Accountant Finance contributes to the financial function through planning and managing the general accounting activities and the preparation of reports, reflecting earnings, profits, cash balances and other financial results for TLTB. The role is accountable to the Manager Finance

### Outcomes

#### Organisational Stakeholders

#### 1. Outcome

##### 1. Accounting leadership and services provided:

- Methods and procedures developed for the preparation of organizational budgets
- TLTB budgets preparation coordinated
- TLTB senior management assisted in the preparation of operation budgets
- Operating results reviewed and analysed in relation to cost, budgets and operating policies
- Operating results interpreted as they affect the financial position of TLTB and recommendations made for improvement
- Senior management assisted with the provision of decision support services and financial advice
- Funding for the organisation's activities including short, medium and long term lending requirements coordinated
- Income and expenditure reviewed to ensure cash flow is adequate to meet future business needs
- Regular cash flow prepared forecasting and directing day-to-day funding arrangements

##### 2. Customer Services

- Quality customer service provided to TLTB's external clients and to internal clients of the Region

##### 3. A developing and growing Finance functions:

- Accurate and timely processing of financial transactions ensured (accounts payable, fixed assets, accounts receivable, payroll and general ledger)
- Leadership - Performance, competency and morale of finance staff managed
- Growth in efficiency and effectiveness in work practices by active participation in teamwork, sharing information and proposing improvements
- Financial computer applications and processes administered to ensure the integrity of information and performing required daily and period end reconciliations and routines
- Relevance of own skills and knowledge base maintained

##### 4. Financial Reporting and Compliance:

- Accurate and timely financial reports and related management information for senior management prepared.
- Up to date financial policies and procedures developed and maintained
- Executive management assisted with the preparation of statutory accounts which comply with relevant external reporting requirements

##### 5. Demonstrate TLTB image and value standards at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards maintained

##### 6. Continuous Learning

- continuous learning and development of own skills and knowledge base is ensured

##### 7. Efficient and effective delivery of any other assigned work.

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.

Competence	Description
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.
Communication	Exchange information through verbal communication

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

#### People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.

#### 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.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree		

#### Desirable

Masters Degree

## Work Knowledge and Experience

- 5 years of highly relevant experience
- Experience in providing planning and budgeting services to senior management
- Experience in analysing, interpreting and reporting on financial performance to senior management
- Experience with planning and arranging finance and cash flow management
- Experience with preparing statutory accounts and external reporting requirements
- Experience with computerised accounting systems and processes, spreadsheeting and word processing
- Demonstrated ability to manage staff including the direction and motivation of staff; plan, allocate and evaluate work carried out by staff; and create and maintain effective working relationships
- Demonstrated ability to lead change
- Demonstrated success in improving quality of customer service
- Evidence of commitment to team work
- Demonstrated high personal standards and serves as an effective role model
- Must have undergone supervisory training programme or equivalent

## Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Member of Fiji Institute of Accountants

#### Regulatory Compliance Requirements

Chartered Accountant

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Audit and Finance team	
	Management Team	
	Regional and Headquarters	
	All staff	
<b>External</b>		
	Auditors	
	Regulators	
	Taxation Authority	
	Financial Institutions	

## 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.
- Integrity** Adherence to moral and ethical principles; soundness of moral character; honesty.

### 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

- Analytic** Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Initiative** Takes action and makes decisions without the help or advice of other people.

## How To Apply

Apply Online Through HRmornise

## Contact for Enquiries

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Closing Date: 25 Oct 2024