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## Position Description

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Vacancy Title: **Assistant Accounts Receivable Officer**

Location: **Suva**

Reports To: **None**

### Objective

Responsible for performing tasks related to debts collections and maintaining all records for reference. This role reports to the Senior Accountant.

### Outcomes

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#### Organisational Stakeholders

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#### 1. Financial transactions completed in a timely and efficient manner:

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- Debtors' status report is produced in a timely fashion.
  - Debts collected in arrears effectively.
  - Recommendations on extensions of credit or removal of credits for customers provided efficiently to the supervisor.
  - Credit limit accounts maintained systematically.
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  - Debts collected in arrears effectively.
  - Recommendations on extensions of credit or removal of credits for customers provided efficiently to the supervisor.
  - Credit limit accounts maintained systematically.
  - Controls over invoice sequences maintained and any exceptions on reports identified and submitted.
  - Disputed accounts reconciled.
  - Assistance in credit vetting and clearances provided.
  - Information on debts relayed to Manager Finance in a timely manner for debt collection.
  - Credit notes and adjustments processed in a systematic and efficient manner.
  - Assistance with debt reconciliations provided to the debtors.
  - Invoices for intercompany charges raised as and when required.
  - Manual invoices, such as, Port User Licenses, yearly port dues, etc., raised efficiently.
  - Assistance for month-end tasks provided to accountant when required.
  - Assistance provided in preparation of FPCL yearly budget.
  - Use of JET Report Tool to modernize reporting methods
  - Queries on P&L and all major Revenue GL reconciliations/ Debtors commentary/ Information on monthly Provision/MIS Information/information for input in budget preparation attended to in an efficient manner.
  - Petty Cash disbursements and reimbursements handled with precision.
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  - Assistance in credit vetting and clearances provided.
  - Information on debts relayed to Manager Finance in a timely manner for debt collection.
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#### 2. Administrative functions handled systematically and efficiently:

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- Intact, complete and up-to-date records maintained accurately and systematically as per Records Keeping Schedule.
  - Local vessel and Property Tenants invoices posted on Navision.
  - Reconciliation performed for vessel deposit account at month-end
  - Daily cash banking performed on their turn.
  - New customer accounts created in the financial software after approvals obtained, and all required documents recorded in order prior to the creation of a new debtor.
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#### 3. Relevant internal and external communications handled professionally:

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- Letters of arrears issued to customers in a timely manner.
- Customers advised upon reaching their credit limits.
- Communications with debtors managed professionally.
- Assistance in resolving customer issues for disputed accounts provided efficiently.
- Customers provided with Statements upon request.
- Invoice copies provided to clients upon request.

4. FPCL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
    - Deadlines and service level agreements met at all times
    - High ethical standards met at all times
    - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
    - Organization's efficiency and improved productivity supported
      - Process/systems improvement initiatives;
      - Cost reduction initiatives
  - Contributions made towards the organization's profits in line with the scope of the work
  - Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

5. The organization's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
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.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Accounting or finance	

## Work Knowledge and Experience

- Minimum of 2 years of experience in a similar field
- Proficiency with Microsoft Office, Visio, Jet Tools, Navision and FPCL online reporting systems

## Requirements

### Language Proficiency

- Good interpersonal skills
- Successful completion of Level 2 Speaking and Writing Test
- Good demonstrable spoken and written English proficiency

### Regulatory Compliance Requirements

- OHS

### Skills Assessment

- Good report writing skills

Problem solving and critical thinking

Good observation and response to details

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
<b>External</b>		
	Customers/Clients	
	Stakeholders	

## 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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
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.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

Online

## Contact for Enquiries

Contact Name: Shamal Bali

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Further Contact Information: --

**Closing Date: 06 Nov 2024**