

Position Description

Vacancy Title: **Accountant [Suva]**

Location: **Suva**

Reports To: **None**

Objective

We are looking for an experienced Accountant that will work in accordance with the established accounting standards ensuring that the Financial Operational responsibilities are implemented on a timely and professional basis. This role will report to the Financial Controller and will be based in Suva.

Outcomes

Organisational Stakeholders

1. Effective Financial Record Management

- General ledger is accurately maintained, with all transactions properly recorded and categorized.
- Balance sheet reconciliations are performed regularly and accurately.
- Accounts Payable and Accounts Receivable functions are properly managed and guided.
- Cashbook reconciliation is completed with accuracy and timeliness.

2. Streamlined Asset and Cash Flow Management

- Fixed Asset Register is maintained with complete and up-to-date information.
- Cash flow is effectively managed, ensuring adequate liquidity for operational needs.
- Financial forecasts are prepared accurately to support business planning.
- VAT and other statutory requirements are filed on time and in compliance with regulations.

3. Comprehensive Financial Reporting

- Monthly financial reports are prepared accurately and delivered on schedule.
- Budget preparation and forecasting activities are supported with relevant financial data.
- Ad hoc financial analysis and reports are delivered promptly as required by Management.
- Financial information is presented clearly for internal and external stakeholders.

4. Professional Stakeholder Engagement

- Positive working relationships with internal departments are established and maintained.
- External stakeholders are communicated with professionally and effectively.
- Financial information is explained clearly to non-financial colleagues.
- A collaborative approach is maintained when working with the broader finance team.

Responsibilities - Key Competencies

Competence	Description
Customer	
Quality Focus	Deliver quality.
Professional	
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	

Work Knowledge and Experience

- Minimum 2 years' experience and ideally studying towards CA/CPA
- Excellent written and verbal communication skills with intermediate Excel skill level
- Ability to comfortably communicate with internal and external stakeholders at all levels
- Positive 'can-do' attitude, who can work autonomously in a team environment
- Dedicated, passionate and committed to progressing the performance of the portfolio
- Sound technical and analytical skills with the ability to problem solve, prioritize and multi-task

Take a project management approach to completing tasks

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Excellent interpersonal skills and team building skills.. Bookkeeping skills.. Analytical, problem-solving, and decision making skills.. Effective verbal and communication skills.. Attention to detail and high level of accuracy.. Very effective organizati

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
No interactions found.		

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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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.

Interpersonal Styles

Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

All applications are to be sent via the link below: <https://jobs.hrmonise.com/details/3643/centrecom-fiji/accountant-suva>

Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: Vacancy@centrecom.com.fj

Further Contact Information: --

Closing Date: 21 Mar 2025