

Position Description

Vacancy Title: **Accounts Payables Supervisor**

Location: **Wailekutu - Lami**

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

Objective

The Payables Supervisor is responsible for the supervision of the accounts payable team by coordinating the processing of invoices and payments to manage expense account. This role reports to the Finance Manager at CJ Patel Pacific Pte Ltd.

Outcomes

Organisational Stakeholders

1. Payments Function Managed

- General accounting functions delegated to the team in a timely manner
 - Creditors ledger, journal entries and month end close work, creditor terms highlighted on an on-going basis
- Daily cash flow prepared with Operations accountant in a timely manner
- Creditor payments due dates and expected collections ensure.
- Analyse and call attention to issues affecting expenses, balances or cash flow managed at all times
- Mandatory check to access the payment schedule in minimizing credit risks to be ensured
- Monitor, verify and manage consignment payment per invoice for freight and duty concession
- Creditors aging to be properly managed in a timely manner
- Loading online payments in WBC portal daily to be ensured
- Assist Management Accountant in Audit Compliance and other statutory requirements on an ongoing basis

2. Supplier Ledger Reconciliation Managed

- Bank overdraft limit monitored at all times
- Supplier reconciliation Managed in an accurate and timely manner
 - Statement with supplier reconciliation Vs. supplier ledger
 - Signed GSRN/PO/Quotations
 - Agreement copy/contract copy
 - "Certificate of Exemption", if it is a contractual service payment as per FRCA WHT regulations
 - tax clearance, RBF clearance, Exchange Rates Confirmations
 - Obtain balance confirmation of major creditors on monthly basis and ensure that both balances are agreed, if not attach reconciliation. All other creditors' reconciliations should be carried out on Quarterly basis.
- Supplier ledger accounts monitored on a timely basis
 - Balances agreed with supplier statements.
 - variances reconciled and resolved
 - supplier ledger with GL control a/c
- Standard and month end journal entries such as Weekly Salary entries etc. updated on an on-going basis
 - GL Schedules, Reconciliations/ Analysis
- Intercompany transactions reconciliations for all intercompany and related party balances prepared by 10th of each month accurately
- Trade Reconciliations prepared accurately by 5th of each month
- Overseas and non trade reconciliation prepared by 7th of each month.

3. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times.
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

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. CJ Patel Pacific Pte Ltd's values upheld and promoted at all times.

- Collaborate with other teams for the benefit of the organization
- Company image and values to be upheld by team members.
- Confidentiality of the financial and operation information is to be ensured at all times.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	

Work Knowledge and Experience

- Minimum two years' supervisory experience in accounts payable
- Proven experience supervising staff and managing processes
- Knowledge of accounting principles and procedures
- Well versed with online payment and statutory (FRCS) portals and proficient with accounting software and Microsoft Office
- Strong organizational and problem-solving skills
- Excellent analytical and communication skills and ability to accurately prepare reports.
- Able to work independently and meet tight deadlines

Requirements

Language Proficiency

- Excellent command of English

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Finance Team	
	Sales Team	
External		
	Statutory Authorities	
	Taxation Authority	
	Customers	

Type	Interaction	Comments
	External Auditors	
	Suppliers	

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.
- 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

- 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

- Well organised Controls tasks in a well thought out and critical manner.
- 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

Using Link

Contact for Enquiries

Contact Name: Suraksha Karan

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

Closing Date: 12 Apr 2025