

## Position Description

Vacancy Title: **Accounts Receivable Officer**

Location: **Suva**

Reports To: **Accountant (v 1.00)**

### Objective

Responsible for performing tasks related to accounts receivable transactions and maintaining all records for reference. This role reports to the Accountant.

### Outcomes

#### Organisational Stakeholders

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

- Preparation and issue of invoices monthly or as and when required
- Debt Collection and follow - up on outstanding accounts
- Attend to and facilitate resolution of accounts in dispute liaison with staff of other departments.
- Initiate in close consultation with senior staff, legal actions for debt recovery and monitor progress
- Data capture of monthly invoices, credit notes and receipts and provide reports as necessary

2. Administrative functions handled systematically and efficiently:

- Undertake monthly reconciliation of debtor's ledger to general ledger in close liaison with other staff, and reconciliation of individual debtors account.
- Maintain and continuously update individual debtors file.
- Assist in preparation and submission of monthly VAT returns and VAT reconciliation
- Assist other staff in preparation and/ or checking of documentations relating to accounts payable, pay and journals.
- Any other duties assigned by the supervisor.
- Assist Pay Clerk as and when required
- Assist Payables officer as and when required

3. FSHIL'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

4. The organisation'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>         |   |
| Self-Management       | Manage your priorities and objectives efficiently and effectively                                   |
| <b>Professional</b>   |   |
| Technical Strength    | Demonstrate knowledge of a specialist discipline.   |

| Competence             | Description  |
|------------------------|--|
| 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> |                        |       |
| Degree           | Accounting and Finance |       |
| <b>Preferred</b> |                        |       |
| Diploma          | Accounting and Finance |       |

## Work Knowledge and Experience

- Minimum of 3 years of experience in a similar field.
- Procurement courses will be added advantage
- Excellent knowledge of MS package

## 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

- Driver's License
- Police Clearance
- first aid
- OHS

## Other Required Requirements

- No other required items found.

## Interactions

| Type            | Interaction                   | Comments |
|-----------------|-------------------------------|----------|
| <b>Internal</b> |                               |          |
|                 | Operational staff             |          |
|                 | Audit and Finance team        |          |
|                 | Company Executives - HQ       |          |
|                 | Employees                     |          |
|                 | Store and Operations Managers |          |
| <b>External</b> |                               |          |
|                 | Customers/Clients             |          |
|                 | Auditors                      |          |
|                 | Statutory Authorities         |          |

## 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.
- 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.                  |
| 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

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### Contact for Enquiries

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Further Contact Information: --

**Closing Date: 18 Apr 2025**