

## 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

--

### Contact for Enquiries

Contact Name: Yoshna Ashmeeta Singh

Contact Email: yoshna@fijiports.com.fj

Further Contact Information: --

**Closing Date: 18 Apr 2025**