

Position Description

Vacancy Title: **Payroll Officer**

Location: **Suva**

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

Objective

Responsible for performing tasks related to timely processing of salaries and wages. This role reports to the Accountant.

Outcomes

Organisational Stakeholders

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

- Opening weekly or fortnightly pay in Pay Global software
- Assisting HR Department in confirming employee hours in TNA
- Resolving payroll discrepancies
- Data entry of job numbers to capture labour cost
- Importing payroll to transaction view in Pay Global
- Data entry for deductions into the system
- Processing of all sick, annual, family care, bereavement and long service leaves
- Processing of medical allowance and other allowances
- Processing and calculation of final pay
- Reconciliation of clearing account general ledger Processing of all clearing account payments
- Uploading monthly FNPF contribution through employer portal
- Reconciliation and processing of FNPF payment

2. Administrative functions handled systematically and efficiently

- Verification of payroll against HR departments time and attendance report
- Generate payroll reports for Accountants review and endorsement
- Seek executive managements endorsement on payroll and transmit the same to bank for processing and disbursement
- Closing processed pay in Pay Global Software
- Disbursement of pay-slip to employees
- Exporting payroll from Pay Global and importing in Navision to capture expenditure
- Reconciliation of gross FNPF and PAYE wages
- Uploading monthly PAYE EMS File
- Reconciliation and processing of PAYE payment
- Reconciliation of monthly FBT accruals and general ledger
- Uploading quarterly FBT obligation through FRCS portal
- Reconciliation and processing of FBT payment
- Reconciliation of monthly FNU levy accruals and general ledger
- Administration of monthly staff leave entitlements – SL | BL | AL | FCL | LSL
- Administration and reconciliation of monthly staff advance reconciliation
- Reconciliation of weekly and fortnightly wages accruals'
- Reconciliation of monthly Christmas party subscriptions
- Generating monthly stock take count sheet
- Counting of physical stock with Storeman
- Data entry of counted stock to generate variance report
- Verification of discrepancies in stock
- Posting of monthly stock take report in Navision
- Reconciliation of monthly intercompany recharge
- Developing ad hoc payroll reporting as needed
- Responding to employee questions about compensation, taxes, benefits, and deductions
- Assist Accounts Receivable Officer, Payables Officer and Store man with their daily tasks as and when required
- Relieve the Accounts Receivable Officer, Payables Officer and Store man in their absence
- Filling and record management
- Any other duties assigned by the Accountant and Chief Financial Officer

3. Relevant internal and external communications handled professionally:

- Queries on salary/wages processes attended to professionally with confidentiality maintained.
- The Tax Withholding Certificate issued upon requests.

4. 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

5. 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
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
People	
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.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Desirable		
Diploma	Accounting and Finance	
Desirable		
Degree	Accounting and Finance	

Work Knowledge and Experience

- Minimum of 3 years of experience in a similar field
- Demonstrable knowledge of and effective compliance with FNPf and PAYE regulations
- Proficiency with Microsoft Office Package

Requirements

Language Proficiency

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

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
External		
	Customers/Clients	

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

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: 02 May 2025