

Position Description

Vacancy Title: **Accountant**

Location: **Suva**

Reports To: **Finance Manager (v 3.00)**

Objective

The Senior Accountant is responsible to assist in managing the day to day operations of the finance department at Fiji Dairy Pte Limited. This position reports to the Finance Manager, Fiji Dairy Pte Limited.

Outcomes

Organisational Stakeholders

1. Financial reporting performance

- Financial reports complaint and produced on a timely basis for informed decision making
 - Monthly management accounts
 - Quarterly reports to assist in group consolidation and executive meetings
 - Annual audited financial statements
 - Ad-hoc reports for general business decision making
- Assistance provided to Finance Manager with financial forecasts and budgets
- Forecasts managed on an accurate and timely basis to ensure informed decision making

2. Information integrity and transaction completeness is ensured

- Business transactions are recorded in a timely and accurate manner
 - General ledger and subsidiary ledger updates are accurate and timely
- Assets and liabilities managed at all times
- Reconciliations, schedules and registers managed on a timely and accurate basis
 - Inter company balances and transactions reconciled on an accurate and timely basis
 - Registry and record keeping of source documents and reconciliations managed
- Month end and year end cut-off procedures ensured
 - Goods and Services Receipt Note (GSRN), receipting and depositing are ensured at all times

3. Financial services ensured

- Targets accurately reported on a timely basis and supports decision making
- Assistance to Finance Manager in ensuring controls and processes are in place to achieve Finance KPIs
 - Monthly and quarterly Stock Take process supervised to ensure, Stock Take timeliness, completeness and existence of stock and Stock Take accuracy at all times
 - Weekly payroll, monthly leave schedules and statutory compliance on payroll supervised in a timely manner
 - Cash flow management and adequate liquidity in the business ensured at all times
 - Due-diligence of financial proposals and projects ensured
 - Enterprise Risk Management (ERM) process ensured
 - Insurance coverage is adequate and timely to mitigate risk of losses
- Forex rates optimized at all times
- Product costings reviewed and reported on a timely basis to ensure informed management

4. Statutory and operational compliance

- Statutory reporting is accurate, complete and timely
- Legislative and regulatory compliance requirements ensured at all times
 - Rates, licences and contracts renewal is timely and complete
 - Internal and external contract and licenses register completeness ensured
 - Assets (tangible and intangible) including trademarks documented accurately at all times
- Compliance with internal finance unit policies, systems and processes ensured at all times
- Internal and external audits are timely and accurate

5. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to finance staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with Finance Manager and HR Department
- Succession planning ensured

6. Safe and healthy workplace 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.

7. Fiji Dairy Limited values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values
- Confidentiality of financial and operational information ensured at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
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 Information Systems/Economics/Management	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Information Systems/Economics/Management	

Work Knowledge and Experience

Minimum of three years experience in an Accountants role for a Manufacturing Company

Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint

Working knowledge of international accounting standards and statutory regulations of Fiji

Requirements

Professional Associations

FIA member

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Management Team	
	All employees	

Type	Interaction	Comments
External		
	Banker(s)	
	Customers	
	Suppliers	
	Taxation Authority	
	Statutory Authorities	

Attributes

Behavioural Styles

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

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Contact for Enquiries

Contact Name: HR Fiji Dairy

Contact Email: hr@fijidairy.com.fj

Further Contact Information: --

Closing Date: 02 May 2025