



Position Description

Vacancy Title: **Stock Controller v (1.00) [Suva]**

Location: **Suva**

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

Objective

The Stock Controller reports to the Accountant and is accountable for the company's inventory and fixed assets.

Outcomes

Organisational Stakeholders

1. Outcome

The outcomes for this role includes:

1. Inventory;

- Ensure all stock and inventory reconciles as per records.
- Attend to discrepancies and reconciling stock.
- Maintaining a proper filing system.
- Performing monthly stock -take.
- Submit monthly stock take reports for review.
- Monitor Purchases and ensuring it stays within the set budgets.
- Procure and distribute staff amenities and stationery requirement.

2. Fixed Assets;

- Create and monitor a system of controls surrounding safeguarding of fixed assets.
- Assign tag numbers to fixed assets.
- Investigate the potential obsolescence of fixed assets.
- Conduct periodic physical inventory counts of fixed assets.
- Controlling and monitoring company assets located in various locations.
- Organize board of survey for any items identified for disposals by departments
- Recommend to management whether fixed assets should be disposed of.
- Report to management any damages to fixed assets.
- Assist the auditors in their inquiries involving fixed assets.

3. Any other tasks as delegated by the Accountant or Manager Finance.

- Image and value standards maintained 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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Competence	Description
Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Financial Application	Apply financial principles and practices.
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance	

Work Knowledge and Experience

- At least 2 years experience in similar role.

Requirements

Language Proficiency

Excellent command of English

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Employees	
External		
	Auditors	
	Suppliers	

Attributes

Behavioural Styles

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

Realistic Shows concern for facts and reality, rejecting the impractical.
Team Enjoys being with others as part of a group or team.
Oriented

Thinking Styles

Well Controls tasks in a well thought out and critical manner
Organized

How To Apply

Contact for Enquiries

Contact Name: Rohil Bali Bali

Contact Email: rohil@fijiports.com.fj

Further Contact Information: --

Closing Date: 17 May 2025

