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## Position Description

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Vacancy Title: **Senior Accountant Reporting**

Location: **Suva**

Reports To: **Manager Finance (v 4.01)**

### Objective

The Senior Accountant Reporting will plan, supervise and manage the daily financial operations of the Board, including the preparation of monthly and annual Board Accounts, supervision of Finance Staff, preparation and monitoring of annual budgets and monitoring, implementation and improving internal control systems of the TLTB Finance Department.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Outcome

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## 1. Budgeting and Financial Advice:

- Coordination and preparation of the Boards annual budgets. Provide advice and assist Senior and Executive Management in the preparation of operating and capital expenditure budgets in line with Board's Budget policy and procedures and best practice standards;
- Reviewed and analyze operating results in relation to income, expenditure and budgets against the Strategic Plan Interpreting the operating results as they affect the financial position of TLTB and making recommendations for improvement.
- Accurate and timely financial reports and related management information for Senior and Executive Management.
- Manager Finance assisted in the compilation and submission of the monthly Finance update.
- Strategic Planning Workshop for the Finance team conducted.
- Preparation of the annual business plan for the Finance Department.
- Assisting in the virement of budgets for proper reporting and budgeting purposes.

## 2. Leadership

- Appraising the Finance Department activities according to overall objectives and monitoring and evaluating Financial Unit performance
- Planning, directing and controlling work allocation and Financial Unit goals and targets.
- Performance, competency and morale of staff.
- Assessment of Finance staff whose contracts expiring in the following months and necessary submission to Manager Finance for further renewal procedures.
- Perform six monthly performance management assessment for submission to Manager Finance.
- Workshop relating to the discussion on the strategic plan for TLTB attended.

## 3. Efficient Work Practices

- Senior and Executive Management assisted with the provision of decision support services and financial advice
- Plan, direct and supervise the Accountants (AF,IA) Property Officer and Administration Officer to ensure the accurate and timely completion of daily tasks.
- Contributing to efficient work practices by active participation in teamwork, sharing of information and proposing improvements

## 4. Financial Operation

- Administering the financial computer applications and processes to ensure the integrity of information and performing required daily, weekly and month end reconciliations and routines.
- All daily postings into the General Ledger monitored and ensuring that they are accurate and adjustments properly documented and approved.
- General ledger activities and balances monitored and ensure accounts are ready for external audit by the end of January of each year.
- Preparation of the statutory accounts to comply with International Financial Reporting Standards and Financial best Practices.
- Distribution Unit transfers and reversals for landowners on Landsoft attended.
- Tenants' queries on statements, invoicing and receipts attended.
- Preparation of the 12 months cash flow projections on a monthly basis.
- Approval of intercompany payments and authorization on transactive level.
- Review and authorizer of payments to stakeholders via the BSP internet platform for Finance and Trust.
- Approval of purchase quotes and orders for operating and capital expenditure less than \$5,000 VEP through the LPO module in the Business Central system assisted.
- Reopening of purchase orders through the LPO module in the Business Central System.
- Approval of operating expenses less than \$5,000 VEP assisted.
- Internal and external audit with recommendations cleared on a timely basis assisted.
- Closing of books and rolling over of accounts once the audit is completed.
- Monitoring of attendance of Finance staff and ensuring staff are signing off on daily register.
- Verification of monthly Finance general ledger reconciliations.
- Verification of monthly Finance bank reconciliations.
- Monitoring and supervision of Admin and Properties functions.

## 5. Policy Work:

- Assistance provided in the development and maintenance of up-to-date financial policies and procedures.'
- Assistance provided in the review of other TLTB policies.
- Assistance provided in the review of legislations relevant to the TLTB.

## 6. Compliance Management

- Finance Risk register updated and submitted to the Governance team.
- Action plans for HIGH RISK areas monitored for timely implementation of remedial items.

## 7. Customer Service

- Quality customer service to TLTB's external clients and to internal clients provided
- Continuous customer service refresher and awareness.

## 8. Demonstrate TLTB image and values standards at all times:

- Integrity of information maintained.
- Confidentiality of information ensured.
- Professional and ethical standards sustained.
- An efficient, safe, healthy, motivated and environmentally-aware workplace.

## 9. Continuous Learning

- Continuous learning and development of own skills and knowledge base.

## 10. Efficient and effective delivery of any other assigned work.

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
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
<b>Customer</b>	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
<b>Professional</b>	
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
<b>Preferred</b>		
Degree	Accounting, Economics, Finance	or related

## Work Knowledge and Experience

Experience in providing planning and budgeting services to Senior and Executive Management

Experience in analysing, interpreting and reporting on financial performance to Senior and Executive Management

Experience with planning, preparation and monitoring of budgets and arranging finance and cash flow management

Experience with preparing statutory accounts under IFRS standards and external reporting requirements in line with the applicable laws and regulations

Experience with computerised accounting systems and processes

Demonstrated ability to manage staff including the direction and motivation of staff; plan, allocate and evaluate work carried out by staff; and create and maintain effective working relationships

Demonstrated ability to lead change

Demonstrated success in improving quality of customer service

Evidence of commitment to team work

Establishes high personal standards and serves as an effective role model

Demonstrates computer literacy and ability to use spread sheeting and word processing packages

Must have experience in preparation and monitoring of Budgets;

5 years in financial reporting, audit of financial statements, Supervisory role within the Finance function, competency in MS Office applications like Word and Excel and Power point

## Requirements

### Professional Associations

Member of Fiji Institute of Accountants

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board and Board Sub Committees	
	General Manager	
	Senior Managers	
	Executive Management	
	All staff	

Type	Interaction	Comments
<b>External</b>		
	Auditors	
	Customers	
	Regulators	
	Taxation Authority	
	Financial Institutions	
	Investment institutions	
	Tenants	

## 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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

### 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.
Challenger	Queries, tests information/beliefs and provokes thought.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

## How To Apply

Apply Online Through HRmonise Link

## Contact for Enquiries

Contact Name: Seruwaia Bolatini

Contact Email: sbolatini@tltb.com.fj

Further Contact Information: 3312733

**Closing Date:** 11 Jul 2025