



## Position Description

Vacancy Title: **Finance Officer (Ba)**

Location: **Lautoka**

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

### Objective

Perform assigned clerical and accounting tasks in relation to purchasing and creditors, fixed assets and general ledger and general administrative services as directed by the Regional Accountant.

### Outcomes

#### Organisational Stakeholders

##### 1. Outcome

###### 1. Accounting system applied

- TLTB accounting systems applied
- Bookkeeping, accounting and accounts receivable processing
- Transactions including petty cash accurately reconciled
- Purchase orders, creditors, general ledger and fixed assets managed in accordance with quality assurance procedures.
- Standard transaction reports and enquiries produced

###### 2. Financial administrative functions

- Revenue collection/receipt:
- Revenue receipted (database)
- Financial transactions processed relating to income and trust debtors, and distribution to land owners in an accurate and timely manner and in accordance with established procedures
- Accurate and timely system and process reconciliation undertaken in accordance with quality assurance procedures.
- Petty cash and travel funds recorded and maintained/reconciled
- VAT calculations on fees and charges
- Vehicle business mileage claimant's forms and documentation maintained
- Supplier account details maintained – account numbers, sort codes and account names
- Supplier accounts reconciliation

###### 3. Records maintenance

- Collation and filing of documents

###### 4. Customer/client services provided

- Quality customer service provided to TLTB's external clients and to internal clients of the Region.
- Customer/client communication e.g. telephone, email, resolve queries etc

###### 5. Contribute to the FRA team

- Maintaining image and value standards at all times.

###### 6. TLTB image and values standards demonstrated at all times

- integrity of information maintained
- confidentiality of information ensured
- professional and ethical standards sustained

###### 7. Continuous Learning

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

### Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

Competence	Description
<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 and Financial Management or equivalent	

## Work Knowledge and Experience

3 years of highly relevant experience in the specific area of work

Understanding of accounting procedures and processes

Experience in working with computerised accounting systems

Demonstrated success in improving quality of customer service

Evidence of commitment to team work

Establishes high personal standards

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

Knowledge in accounting packages mandatory

Excellent interpersonal skills

## Requirements

### Language Proficiency

Excellent command of English

### Regulatory Compliance Requirements

Drivers Licence

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Area Managers	
	Audit and Finance team	
	Regional and Headquarters	
<b>External</b>		
	Auditors	
	Government Officials	
	Taxation Authority	

## 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

Forthright Speaks out frankly without hesitation, showing a direct manner.

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.
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.

## How To Apply

Apply online

## Contact for Enquiries

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Further Contact Information: --

**Closing Date: 11 Jul 2025**