

## Position Description

Vacancy Title: **Accountant**

Location: **Walu Bay - Suva**

Reports To: **Finance Manager (v 1.00)**

### Objective

The Accountant is responsible for assisting Finance Manager with day to day administrative and financial tasks, including debtors and creditors management, budget drafting, managing procurement processes and financial reporting. This position reports to the Finance Manager, Newman Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Financial Transactions Managed

- General ledger maintained in an accurate manner
- Accounts receivables and payables processes managed
  - Timely and accurate reconciliations ensured
  - Payments verified and ensured
  - Aged debtors and creditors managed
  - timely banking
- Monthly, Quarterly and Annual closings ensured
  - Financial statements prepared accurately according to schedule
  - financial and managements reports prepared
  - month end processes supervised
- Budgeting and cash flow management supported
  - Participate in financial standards setting and in forecast process

##### 2. Statutory and Operationally Compliant Organisation

- Internal controls and accounting standards maintained
- Statutory reporting ensured in a timely and accurate manner
  - PAYE, Fringe Benefits Tax, VAT and FNPf preparation managed
- Audits managed on an on-going basis
  - Annual audited accounts compiled on an accurate and timely basis
  - liaison with internal and external auditors
  - audit gaps closed

##### 3. Well informed Management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
  - Newman Financial reports
    - Month end closing/Year end closing
  - Quarterly and annual consolidated accounts
  - Monthly Reporting and Management Accounts
  - Quarterly Reporting.
- Monthly report presentation is accurate and supports decision making
- Ad-hoc information requests by management and shareholders for decision-making purposes addressed in a timely manner

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

- Supervision of and professional guidance to Finance staff ensured
  - Accounting clerical staff guided by coordinating department activities and answering questions
  - Technical support and advice provided
- Training needs and competency gaps of staff assessed and managed in partnership with Finance Manager and HR Department
  - KPI tracking

##### 5. Safe work environment 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

6. Newman Pte Limited's values upheld and promoted 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 value
- Business practice and decisions are ethical and aligned to organisational policy and procedures
- Confidentiality of financial and operational information ensured at all times

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
<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 Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip		

## Work Knowledge and Experience

At least 3 years hands on work experience as an Accountant or similar role

Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles

Experience with financial reporting requirements and general ledger functions

Hands-on experience with accounting software and advanced MS Excel skills including Vlookups and pivot tables

Strong attention to detail and good analytical skills

## Requirements

**Language Proficiency**

Excellent command of English

**Professional Associations**

Chartered Professional Accountant (CPA)

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	
<b>External</b>		
	Customers	
	External Auditors	
	Statutory Authorities	
	Vendors	

## 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.
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.
Decisive	Reaches conclusions, promptly and firmly.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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### Contact for Enquiries

Contact Name: Human Resources Officer

Contact Email: [careers@cjpatel.com.fj](mailto:careers@cjpatel.com.fj)

Further Contact Information: --

**Closing Date: 20 Jul 2025**