

Position Description

Vacancy Title: **Finance Officer - Receipting**

Location: **Walu Bay - Suva**

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

Objective

The Finance Officer - Receipting is responsible for supporting coordination of accounts receivable function including receipting and effective management of the debtors and respective GL reconciliations. This position reports to the Accountant, Newman Pte Limited.

Outcomes

Organisational Stakeholders

1. Accounts receivable functions supported

- Invoices raised and accurate receipting ensured
 - Deposits in bank statement identified and receipted accurately on a daily basis.
 - Unidentifiable deposits attended to promptly
 - Daily receipts report prepared and submitted to Accountant
 - Daily account allocation
- Maintenance of M-Paisa customer details, daily transactions report and journal entries ensured
 - Reconciliation of M-Paisa system entries with the ledger balances ensured.
- Reconciliation made against the practice accounting system
 - M-Paisa excel files Vs. Ledger accounts
 - payments are accounted for and properly posted.
 - discrepancies verified and clients' billing issues resolved
- Debit and credit notes accurately captured in the systems to clear debtors promptly
 - Set offs & Cents write offs
- Debtors dealt with courteously, sensitively and in accordance with practice policy
- Facilitation of payment ensured by sending bill reminders and contacting clients
- Statutory, regulatory and operational compliance ensured in all areas of work and reporting

2. Well Informed Management

- Timely and accurate reporting
 - M- Paisa reconciliations and Schedules sent to Accountant.
 - Ad hoc reports and analysis provided
 - Generation of financial statements and reports detailing accounts receivable status
 - Monthly financial and management reports information facilitation
- Levels of debt are monitored and reported regularly to the Accountant
 - Significant changes in debt both individual and collective are reported

3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

4. Safe work environment promoted and ensured at all times

- Compliance and adherence to Workplace safety policies and procedures is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems supported to promote zero workplace injury at all times
- Assist in the identification and elimination of work place hazards on an on-going basis

5. 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 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.
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Desirable		
Degree		

Work Knowledge and Experience

Proven working experience of at least 1 to 2 years as Accounts Receivable Clerk or officer

Solid understanding of basic accounting principles and credit and collection practices

Data entry skills and proven ability to calculate, post and manage accounting figures and financial records

Proficiency in English and in MS Office and hands-on experience in operating spreadsheets and accounting software

High degree of accuracy and attention to detail and strong customer service orientation and negotiation skills

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	External Auditors	
	Statutory Authorities	

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

Realistic Shows concern for facts and reality, rejecting the impractical.

Team Oriented Enjoys being with others as part of a group or team.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

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.
Nurate Shows abilities in quantitative thought and expression.
Well Controls tasks in a well thought out and critical manner.
organised

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 25 Jul 2025