

Position Description

Vacancy Title: **Financial Accountant**

Location: **Nadi**

Reports To: **None**

Objective

The Financial Accountant manages the preparation and analysis of financial reports in compliance with IFRS and internal standards. The incumbent will support financial decision-making through insights and recommendations, and contribute to the efficiency and integrity of the financial operations across business segments. The role reports to the Manager Finance.

Outcomes

Organisational Stakeholders

1. Financial Reporting

- Prepare accurate and timely monthly, quarterly, and annual financial statements in accordance with International Financial Reporting Standards (IFRS), ensuring transparency and consistency across reporting periods.
- Consolidate financial data from multiple business units to provide a holistic view of organisational performance.
- Ensure all financial documentation aligns with internal control frameworks, audit requirements, and relevant legislative and regulatory standards.
- Drive the variance analysis process by comparing actual results against budget and forecasts, identifying trends, deviations, and root causes.
- Prepare forecasting models to support short and long-term financial planning, incorporating business inputs and market conditions.
- Present periodic financial reporting packs to senior management, highlighting financial health, risks, and opportunities for intervention

2. Financial Insight and Decision Support Provided

- Analyse operational and financial data to generate meaningful insights that support executive-level decisions and strategic planning.
- Develop financial models, dashboards, and scenario analyses to evaluate the implications of business decisions or investment opportunities.
- Partner with department heads to understand cost drivers, revenue performance, and funding needs, translating insights into actionable recommendations.
- Translate complex financial data into concise visual and written formats suitable for non-financial stakeholders, enabling informed and timely decisions.
- Contribute to business case development and investment appraisals by providing sound financial justifications and risk assessments.

3. Process Improvement and Systems Design

- Evaluate existing financial and accounting processes to identify inefficiencies, control gaps, or bottlenecks that hinder performance.
- Design and implement process automation and digital workflows to improve speed, accuracy, and auditability of financial transactions.
- Collaborate with IT and finance system vendors to support the implementation or upgrade of accounting systems.
- Develop and deliver end-user training for new system rollouts, ensuring smooth adoption and competency in system usage.
- Maintain and update financial policies, procedures, and manuals to reflect new processes and system capabilities.

4. Compliance and Integrity Ensured

- Ensure compliance with all financial laws, regulations, tax obligations, and internal governance policies, mitigating legal and reputational risk.
- Establish and maintain robust controls for financial reporting, reconciliations, and authorisations.
- Conduct periodic internal audits and lead corrective action processes to address any compliance gaps or irregularities.
- Monitor and ensure timely submission of statutory filings, including tax returns, FNPf submissions, and audit requirements.
- Serve as a key liaison for external auditors and regulatory bodies, facilitating audit readiness and resolution of findings.
- Champion ethical financial practices and uphold confidentiality and integrity in all financial dealings.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
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.
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.

Competence	Description
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
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.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting or finance	or a related field.
Preferred		
Other	Accounting	Professional accounting certification (CA, CPA, or equivalent) preferred.

Work Knowledge and Experience

- 4–5 years' experience in financial accounting roles, ideally in multinational or fast-paced environments.
- Ability to work in a fast-paced environment and meet deadlines.
- Proficient in Microsoft Office, particularly Excel with advanced formulas.
- Exceptional analytical skills with the ability to interpret complex financial data and present it in a clear, concise manner
- Enthusiastic about taking on challenging roles and contributing to solutions.

Requirements

Language Proficiency

- Excellent command of English

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Manager	to provide financial reports, escalate issues, seek guidance, and align on priorities.
	Executive and Senior Management	to present financial insights, forecasts, and performance reports to support decision-making.
	Operations Teams and Business Units	to collect financial data, understand business activities, and support cost control initiatives.
External		

Type	Interaction	Comments
	Auditors	to support audit processes, provide evidence, and respond to audit queries.
	Tax Authorities (FRCS)	to ensure accurate tax filings, respond to notices, and comply with statutory reporting requirements.
	Consultants / System Providers	to support implementation and training of financial systems and tools.

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.
Perceptive	Shows keen insight and understanding of issues or situations.

Thinking Styles

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.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Contact for Enquiries

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Closing Date: 06 Aug 2025