

---

## Position Description

---

Vacancy Title: **Accountant**

Location: **Wailada, Lami**

Reports To: **None**

### Objective

The Accountant is responsible to assist in the day to day financial functions at Pacific Batteries Pte Limited. This position reports to the Finance Manager, Pacific Batteries Pte Limited.

### Outcomes

---

#### Organisational Stakeholders

---

##### 1. Financial reporting performance

---

- Financial reports prepared are accurate, timely, relevant, as per company policy and procedures
    - Monthly management accounts
    - Quarterly reports to assist in group consolidation and executive meetings
    - Financial forecast and budget
    - Annual audited financial statements
    - Ad-hoc reports for general business decision making
- 

##### 2. Information integrity and transaction completeness is ensured

---

- Business transactions are recorded in a timely and accurate manner
    - General ledger and subsidiary ledger updates are accurate and timely
  - Assets and liabilities managed at all times
  - Reconciliations, schedules and registers managed on a timely and accurate basis
    - Inter company balances and transactions reconciled on an accurate and timely basis
    - Registry and record keeping of source documents and reconciliations managed
- 

##### 3. Finance services ensured

---

- Targets compared and accurately reported on a timely basis and supports decision making
  - Monthly and quarterly stock process managed at all times
  - Monthly and quarterly forecasts ensured on an accurate and timely basis for informed decision making
  - Enterprise Risk Management (ERM) process ensured
    - Insurance coverage is adequate and timely to mitigate risk of losses
  - Forex rates are optimized at all times
  - Product costings reviewed and reported on a timely basis to ensure informed management
- 

##### 4. Statutory and operational compliance

---

- Statutory reporting is accurate, complete and timely
  - Legislative and regulatory compliance requirements ensured at all times
    - Rates, licences and contracts renewal is timely and complete
    - Internal and external contract and licenses register completeness ensured
    - Assets (tangible and intangible) including trademarks documented accurately at all times
  - Compliance with internal finance unit policies, systems and processes ensured at all times
  - Internal and external audits are timely and accurate
    - Management letter recommendations reviewed, controls implemented and managed on a timely basis
- 

##### 5. Well informed management

---

- Daily, weekly and monthly reports provided on an accurate and timely basis
    - Monthly forecasts
    - Sales report
    - Monthly export reports
    - Quarterly Reserve Bank of Fiji (RBF) returns
    - Quarterly board papers to the Board of Directors
  - Quality analysis and reporting to management and factory staff whenever required ensured
- 

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

---

- Supervision of and guidance to Finance staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with Finance Manager and HR Department
- Good Manufacturing Practice ensured
- Succession planning ensured

#### 7. 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

#### 8. Pacific Batteries Pte Limited values upheld and demonstrated 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
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
<b>Professional</b>	
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	Accounting and Finance, Business and Management	

## Work Knowledge and Experience

Minimum of three years' of experience in a similar financial role

Costing background will be an added advantage

Computer literate and good documentation skills

Analytical thinking ability and good communication skills

Working knowledge of accounting principles and procedures including IFRS

Knowledge of reporting requirements as they pertain to the accounts receivable and processes

Knowledge in other statutory requirements relating to business

## Requirements

### Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Finance Team	
	Management Team	
<b>External</b>		

Type	Interaction	Comments
	Suppliers	
	Customers	
	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.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

- Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Team Enjoys being with others as part of a group or team.
- Oriented
- Forthright Speaks out frankly without hesitation, showing a direct manner.

### Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Numerate Shows abilities in quantitative thought and expression.
- Well organised Controls tasks in a well thought out and critical manner.

## How To Apply

Using Link

## Contact for Enquiries

Contact Name: Suraksha Karan

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

**Closing Date:** 30 Aug 2025