

Position Description

Vacancy Title: **Finance Clerk v (2.00)**

Location:

Reports To: **Manager Finance (v 4.01)**

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 Manager Finance or Regional Manager

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
Business	
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.
Customer	
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
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree		

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
Internal		
	Area Managers	
	Audit and Finance team	
	Regional and Headquarters	
External		
	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.
- 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.
- Numerate Shows abilities in quantitative thought and expression.

How To Apply

Apply online

Contact for Enquiries

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Further Contact Information: 3312733 ext 631

Closing Date: 05 Sep 2025