

Position Description

Vacancy Title: **Finance Officer**

Location: **Wailekutu, Suva**

Reports To: **None**

Objective

The Finance Officer (Receivables) is responsible for the effective management of the debtors and respective GL reconciliations on a daily/ monthly basis. This position reports to the Accountant, CJ Patel & Company Pte Ltd.

Outcomes

Organisational Stakeholders

1. Accounts Receivable Ledger and General Ledger managed

- Invoices raised appropriately and accurately for services provided 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
- Reconciliation made against the practice accounting system
- 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
- Trade PO and discount rate entries ensured in an accurate and timely basis
 - customers and GSRN (Electronic and Hard cards)
 - call in for quotations
 - Collection follow up ensured

2. Statutory and Operationally compliant organisation

- Payables processes knowledge ensured
 - Ledger
 - System entries
- Monthly bank reconciliation ensured.
- Preparation of annual audit accounts supported
 - Internal audit files
 - External audit
- Preparation of tax schedules on monthly basis ensured.

3. Well Informed Management

- Preparation of reports for Management accounts ensured in a timely and accurate manner
 - Month end schedule of customer report
- Reconciliation of system entries with the ledger balances ensured
 - schedules sent to Credit Controller

4. Safe work environment promoted and ensured at all times.

- Compliance to Workplace health and safety policies ensured
 - Communication of Safety, Health and Environment policies to all team members on an on-going basis
 - Occupational Health & Safety systems supported to promote zero workplace injury at all times
- Workplace hazards eliminated at all times
 - reporting of workplace hazards to OHS Committee
 - reporting of workplace accidents and incidents in a timely manner
- Systems assisted in the identification and elimination of work place hazards on an on-going basis

5. Teamwork and cooperation

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

6. CJPatel 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 maintained for all company data

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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
Preferred		
Degree	Accounting and Finance	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	

Work Knowledge and Experience

- 2 - 3 years experience in a similar capacity will be an added advantage
- Ability to do multi tasking, work independently and meet strict deadlines
- High level of accuracy and attention to detail
- Computer Literate – Strong Excel skills and the ability to use Microsoft Outlook and Word

Requirements

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Taxation Authority	
	Suppliers	

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.
- 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.

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

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.

Nurate Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 19 Sep 2025