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## Position Description

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Vacancy Title: **Finance Officer**

Location: **Walu Bay - Suva**

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

### Objective

The Finance Officer (Receivables) is responsible for the effective management of the debtors and respective GL reconciliations and providing financial and administrative support to the Finance Department. This position reports to the Finance Manager Iceman(Fiji) Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Accounts receivable and general ledger managed

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- 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
    - Perform invoicing in Bizzxe software and sending it to customers on a timely manner
  - Capture and Entering of financial data in Bizzxe Accounting system in a timely and accurate manner.
  - Debtors' management
    - Reconciliation made against the practice accounting system
    - Timely collections ensured
    - Debit and credit notes accurately captured in the systems to clear debtors promptly
    - Debtors dealt with courteously, sensitively and in accordance with practice policy
  - Effectively participate in the monthly stocktakes
  - New customer creation and maintaining all documents
  - Performing monthly ledger reconciliations
  - Maintain systems, procedures, and internal controls effectively
  - Trade PO and discount rate entries ensured in an accurate and timely basis
    - customers and GSRN
    - call in for quotations
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##### 2. Statutory and Operationally compliant organisation

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- Statutory and Operational compliance ensured in all areas of work
    - Internal controls
    - Finance policies and procedures
    - Statutory reporting requirements
  - Processing all payments to suppliers and regulatory bodies (FRCA) ensured on a timely basis
  - Compilation of VAT returns on monthly basis ensured
    - tax clearance for overseas payments prepared
  - Maintenance of General Ledger in system and maintenance of proper filling and records ensured
  - Preparation of annual audit accounts supported
    - Internal audit files
    - External audit
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##### 3. Well Informed Management

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- Produce regular financial and other reports for senior management and auditors
  - Assist with preparation of reports for Management accounts ensured in a timely and accurate manner
    - monthly audit schedules sent to Finance Manager
  - Provide ad hoc financial reports as required
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##### 4. Teamwork and cooperation

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- Cooperation within the team and greater function / department
  - Cooperation across functions / departments
  - Work collaboratively to achieve the set targets and goals
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##### 5. Safe work environment promoted and ensured at all times

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- 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

6. Iceman(Fiji) 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
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
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>Desirable</b>		
Degree	Accounting, Accounting and Finance	

## Work Knowledge and Experience

Attention to detail and excellent analytical and numerical skills  
 Must be a team player and be able assist team members as and when required  
 Minimum 2 years experience as a finance/accounts officer  
 Computer literate and demonstrated proficiency using Microsoft excel  
 Self-motivated, detail oriented and strong organizational skills

## Requirements

### Regulatory Compliance Requirements

Driver's License

### Other Required Requirements

No other required items found.

## Interactions

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

## 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

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
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.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

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Further Contact Information: --

**Closing Date:** 03 Oct 2025