

Position Description

Vacancy Title: **Payroll Officer [Suva]**

Location: **Suva**

Reports To: **None**

Objective

The Payroll Officer is responsible for processing payroll and ensuring statutory compliance for Centrecom operations in Fiji. This role supports accurate and timely payroll delivery while maintaining full compliance with local employment and taxation regulations.

Outcomes

Organisational Stakeholders

1. Payroll Processing & Operations

- Oversee end-to-end payroll processing for all employees ensuring accuracy and timeliness of wage calculations, deductions, and net pay distributions
- Supervise payroll team in data collection, validation, processing, and distribution activities while maintaining strict quality control standards
- Ensure payroll is processed in line with the Employment laws of Fiji & Centrecom company policies.

2. Statutory Compliance Management

- Maintain full compliance with FRCS PAYE requirements including accurate calculation, reporting, and timely submission of Pay as You Earn tax obligations
- Ensure complete compliance with FRCS FBT regulations by calculating Fringe Benefits Tax and managing quarterly submissions through the FRCS online portal
- Process FNU levy calculations and submissions in accordance with Fiji National University requirements, ensuring accurate 1% levy computation and remittance
- Manage FNPF lodgements including employee and employer contributions, ensuring timely and accurate submissions to the Fiji National Provident Fund

3. Payment Coordination

- Arrange for payment of all compliance obligations including coordination with finance team for PAYE, FBT, FNU levy, and FNPF remittances within statutory deadlines
- Coordinate with banking partners and finance department to ensure sufficient funds and timely processing of all statutory payments.

4. Management Reporting & Analytics

- Provide comprehensive management reports including error reports highlighting payroll discrepancies and resolution actions taken
- Prepare detailed payroll trend analysis showing cost variations, headcount changes, and forecasting insights for strategic planning
- Generate leave reports tracking employee leave balances, utilization patterns, and accrual calculations for workforce planning
- Compile overtime reports analysing overtime costs, trends, and departmental utilization for budget management and resource optimization
- Respond promptly to ad-hoc report requests from management providing customized analysis and data extraction as required for business decisions

5. Financial Relations & Month-End Processing

- Prepare month-end journals including payroll accruals, statutory liability provisions, and expense allocations for accurate financial reporting
- Perform monthly payroll reconciliations and variance analysis to ensure data integrity and financial accuracy

6. Employee Relations & Query Management

- Handle employee payroll inquiries and resolve discrepancies in a timely and professional manner
- Investigate and resolve payroll errors, adjustments, and retroactive calculations while maintaining detailed documentation
- Coordinate with HR department on new employee setups, termination processing, and salary change implementations

7. System Administration & Data Management

- Maintain payroll system integrity including employee master data, pay scales, and deduction parameters
- Ensure secure backup and archival of payroll data in compliance with record retention policies
- Coordinate system updates, patches, and integration with other HR and finance systems

8. Audit & Compliance Support

- Support internal and external audits by providing payroll documentation and explanations
- Maintain comprehensive audit trails for all payroll transactions and statutory submissions
- Implement corrective actions based on audit findings and compliance recommendations

9. Risk Management & Internal Controls

- Establish and monitor internal controls to prevent payroll fraud and errors
- Conduct periodic reviews of payroll authorization processes and segregation of duties
- Ensure compliance with data privacy regulations and confidentiality requirements for employee information

Responsibilities - Key Competencies

Competence	Description	
Business		
Risk Management	Analyse and manage risk.	
Communication	Exchange information through verbal communication	
Customer		
Quality Focus	Deliver quality.	
People		
Problem Solving	Develop practical solutions to a situation.	
Professional		
Mathematical Reasoning	Apply mathematical reasoning.	

Qualifications

Qualification	Discipline	Notes
Desirable		
Degree	Accounting and Finance, Finance, Human Resource Management	

Work Knowledge and Experience

- Minimum 2-3 years’ experience in payroll processing and administration
- Experience with Fiji employment law, taxation, and statutory compliance requirements
- Experience with payroll software systems and Microsoft Office Suite
- Knowledge of FRCS requirements for PAYE, FBT, and other statutory obligations
- Understanding of FNPF and FNU levy processing requirements
- Strong Excel skills including pivot tables, formulas, and data analysis
- Knowledge of accounting principles and month-end processes
- Strong problem-solving and analytical capabilities
- Excellent written and verbal communication skills
- Ability to manage changing priorities and deadlines

Requirements

Regulatory Compliance Requirements		
Police Clearance		
Strong organization skills with a problem-solving attitude..	Excellent written and verbal communication skills..	Attention to detail.

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
No interactions found.		

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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	
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

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.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

All links to be submitted via the below link. <https://jobs.hrmonise.com/details/4210/centrecom-fiji/payroll-officer-Oct2025>

Contact for Enquiries

Contact Name: Farhana Hakim

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Further Contact Information: --

Closing Date: 31 Oct 2025