

Position Description

Vacancy Title: **Payroll Officer**

Location: **Laucala Beach - Suva**

Objective

The Payroll officer is responsible for the processing of pay for Viti Foods Pte Limited. This position reports to Finance Manager, Viti Foods Pte Limited

Outcomes

Organisational Stakeholders

1. Payroll function is accurate and timely

- Time and attendance reports are timely and accurate
 - Time sheets uploaded accurately to the Payroll software at all times
- Weekly and monthly payroll processing is accurate and timely
 - Payroll is managed and compliant with company policies and statutory requirements at all times
 - Internal controls, rules and regulations ensured at all times
 - Payroll closure and approval by Finance Manager and General Manager ensured on a timely basis
 - Pay letter signing by signatories and disk file / online banking sent to the bank on a timely basis

2. Well informed team

- Monthly/weekly reports are timely and accurate
 - Monthly / weekly wages deductions reports
 - Payroll deviation reports
 - Overtime analysis report
 - FNU Levy reports
 - FNU training levy claims
- Monthly FPNF, PAYE, SRL & ECAL submission all for employees to FPNF/ FRCS is timely and accurate
- Potential issues/risks associated with payroll processes identified and escalated in a timely manner
 - System or bank issues escalated to management for timely decision making
- Ad-hoc information requests are addressed in a timely and accurate manner

3. Finance functions ensured

- Finance function support and assistance provided is timely

4. 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

5. Viti Foods Pte Limited's values upheld and demonstrated at all times

- Confidentiality and integrity in regards to employee salary data is maintained at all times
- Uphold and demonstrate the organisation's image and values
- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards

Responsibilities - Key Competencies

Competence	Description
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Business

Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance	
Desirable		
Degree	Accounting and Finance	

Work Knowledge and Experience

One to two years' of work experience in payroll would be an added advantage
 Proficient in MS Word, MS Excel and MS PowerPoint

Requirements

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Finance Team	
	Management Team	
External		
	Statutory Authorities	FNPF and FRCS

Attributes

Behavioural Styles

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.
Challenger	Queries, tests information/beliefs and provokes thought.

How To Apply

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Contact for Enquiries

Contact Name: Human Resources Officer

Contact Email: hr@vitifoods.com.fj

Further Contact Information: --

Closing Date: 14 Nov 2025