
Position Description

Vacancy Title: **Payroll Officer**

Location: **Suva**

Objective

The Payroll and Administration Officer ensures the timely and accurate processing of payroll and administrative services. The role ensures allocations to general ledger accounts are accurate and all payments are supported by accurate and adequate documentation. The Payroll Officer also assists with the preparation of periodic financial statements. S/He reports to the Coordinator HR & Administration.

Outcomes

Organisational Stakeholders

1. Payroll transactions completed in a timely and efficient manner

- Payroll data compiled based on approved time sheets with leave entitlement, special payments and approved leave accounted for accurately.
 - Payroll data for all staff compiled with leaves and special payments accounted for
 - Timesheet discrepancies followed up with relevant personnel.
 - Errors in salaries and wages reviewed, and computation of wages calculated before final processing of pay.
- Wages and salaries accounts reconciled effectively.
- Timely and correct preparation/calculation and reporting of the following ensured:
 - Statutory deductions correctly executed
 - FNPf, FRCS and IRD returns reports prepared
- Payroll report generated for management reviews in a timely fashion.
- Correct journal entries for payroll transactions posted and correct GL codes used at all times
 - Journal entry related issues resolved in a timely manner with relevant parties
- Employee payroll deduction payments, such as, staff personal insurance premiums, staff personal financial payments, etc. remitted and reconciled

2. Administrative functions effectively carried out

- Assistance provided to HR in matters relating to organisation development such as descriptions, skill and competency requirements, quality management and other HR initiatives
- All records are kept confidential at all times
- Staff leave entitlements are updated on a monthly basis and ensuring that management is informed of staff leave on the 10th of the following month
- Absence reports are accurate and provided on the 10th of the following month
- Assistance in maintaining records on staff insurance cover
- Quotations for procurement of items, etc. obtained in a timely manner
- Arranging courier to Lautoka and Labasa offices on timely manner.
- Recording and updating of staff confidential files, ensuring that all files are kept strictly confidential.

3. Vehicle maintenance and compliance ensured

- Weekly inspection of PRB Fleet ensured
 - Daily check and preparation of PRB vehicle for all transportation needs
- Monitoring of Fleet Usage and maintenance of PRB Vehicles
 - Vehicle log book and accurate mileage recorded and maintained
 - Running sheet updated regularly
 - All vehicles serviced and cleaned on time
 - Periodic vehicle repair and maintenance scheduled
- Motor vehicles comply with Land Transport Authority regulations at all times.
- Motor vehicles are maintained in good running condition at all times and see that service and maintenance are done on timely basis
- Motor vehicle maintenance and running reports provided on a monthly basis.
- GPS report monitored and provided to CHRA
- Third party policy updated
- Vehicle insurance facilitated

4. Teamwork and cooperation

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

5. Organisation's image and value standards demonstrated and promoted

- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
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		
Diploma		
Desirable		
Degree	Accounting and Finance	

Work Knowledge and Experience

- Minimum of 2 years of experience in a similar field
- Demonstrable knowledge of and effective compliance with FNPf and PAYE regulations
- Well versed with accounting software and the Microsoft suite of programs (Word, Excel, PowerPoint)
- Ability to work smart and pay attention to detail, accuracy, quality and should be able to meet deadlines by prioritising work loads
- Effective analytical and problem-solving skills with sufficient administrative skills

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Relevant stakeholders	

Type	Interaction	Comments
	Statutory Authorities	
	Regulators	

Attributes

Behavioural Styles

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.
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.
Team Oriented	Enjoys being with others as part of a group or team.
Realistic	Shows concern for facts and reality, rejecting the impractical.

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.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 23 Jan 2026