

## Position Description

Vacancy Title: **Accountant Landowners Affairs**

Location: **Suva**

Reports To: **Senior Accountant Reporting (v 3.00)**

### Objective

The Accountant Landowner Affairs will plan and manage the general accounting activities. S/he will also be responsible for preparing income and distribution reports, cash balances and other financial results for the Trust entity.

### Outcomes

#### Organisational Stakeholders

#### 1. Outcome

##### 1. Accounting leadership and services provided:

- Methods and procedures developed for the preparation of budgets for Trust income and disbursements and coordinating preparation.
- Senior management assisted in the preparation of Trust budgets as required
- Operating results reviewed and analysed in relation to budgets.
- Operating results interpreted as they affect the financial position of the Trust and recommendations made for improvement
- Senior management assisted with the provision of decision support services and financial advice
- Quality customer services provided to TLTB's external clients and internal clients.
- Accuracy and consistency ensured in all aspects of accounting transactions and procedures

##### 2. A developing and growing Finance function:

- Ensured timely and accurate planning, directing, motivating and supervising of Trust officers in processing of financial transactions
- Growth in efficiency and effectiveness in work practices by active participation in teamwork, sharing information and proposing improvements
- Financial computer applications and processes administered to ensure the integrity of information and performed required daily and period end reconciliations and routines
- Improvements on policies and procedures contributed
- Contribution to improved procedures and compliance by learning all the accounting systems across Finance and Trust
- Developed skills and knowledge base through training and learning

##### 3. Financial Reporting and Compliance:

- Accurate and timely income and distribution of financial reports and related management information for senior management prepared
- Registration officers, verifiers and approvers supervised and monitored to ensure registration forms are registered, verified and approved in compliance with the Individual Distribution policy
- Up-to-date financial policies and procedures for the trust section developed and maintained
- Statutory reporting:

##### 4. TLTB image and value standards demonstrated at all times

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

Competence	Description
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.

#### 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.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree		
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip		

## Work Knowledge and Experience

5-6 years of highly relevant experience in a specific area of work, requiring specialised training

Deomonstrated experience in providing planning and budgeting services to senior management

Proven Experience in analysing, interpreting and reporting on financial performance to senior management

Experience with computerised accounting systems and processes

Demonstrated ability to manage staff including the direction and motivation of staff; plan, allocate and evaluate work carried out by staff; and create and maintain effective working relationships

Demonstrated ability to lead change

Demonstrated success in improving quality of customer service

Evidence of commitment to team work

High standard of computer literacy and familiarity with other accounting systems

Demonstrated experience on a supervisory level

## Requirements

#### Language Proficiency

Excellent command of English

#### Regulatory Compliance Requirements

Chartered Accountant

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Executive Management	
	Management Team	
	Regional and Headquarters	
	Audit and Finance team	
	General Manager	

Type	Interaction	Comments
<b>External</b>		
	Auditors	
	Regulators	
	Taxation Authority	
	Customers	
	Financial Institutions	
	Stakeholders	
	Landowners	

## 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.
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.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

### 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.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.
Well Organized	Controls tasks in a well thought out and critical manner

## How To Apply

Online through HRmonise link

## Contact for Enquiries

Contact Name: Seruwaia Bolatini

Contact Email: sbolatini@tltb.com.fj

Further Contact Information: 3312733

**Closing Date: 23 Jan 2026**