

## Position Description

Vacancy Title: **Finance Officer**

Location: **Walu Bay - Suva**

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

### Objective

The Finance Officer is responsible for providing financial and administrative support to the Finance department. This position reports to the Finance Manager, Newman Pte Limited.

### Outcomes

#### Organisational Stakeholders

##### 1. Accounts managed

- Invoices and receipts processed accurately and in a timely manner
  - capture transaction in the system
  - maintain accurate manual filings
- Financial disputes raised by the customers and sales team attended to and resolved
  - point of contact for other departments on financial and accounting matters
- Reconciliation ensured on a timely basis
  - Reconciling daily, monthly and yearly transactions
  - Bank, petty cash, debtors, cash flow and ledger reconciliations
- Assistance in periodic stocktakes provided

##### 2. Statutory and Operationally compliant organisation

- Statutory and regulatory compliant
  - Monthly preparation and lodgment of periodic reports and payments
  - License renewals
  - Accurate system entries
  - accurate documentation and file indexing
- Operational procedures compliant at all times
  - Internal controls and finance policies and procedures including Department SOP's
  - organization policies
- Finance Manager assisted to provided required documentation and information during Internal and external audits
- Well informed Management
  - Produce regular financial and other reports for senior management and auditors in an accurate and timely manner
  - Provide ad hoc financial reports as required

##### 3. Teamwork and cooperation

- Accounting support provided to the Finance Team other areas of the Organization
  - Financial and costing support
  - Budget support
  - Stocktake and reconciliation
- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

##### 4. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Adherence to Safety, Health and Environment policies on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
- Workplace hazards eliminated at all times
  - assist in the identification and elimination of work place hazards on an on-going basis

##### 5. Newman 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>	
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>Preferred</b>		
Degree	Accounting and Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	

## Work Knowledge and Experience

- Minimum of two years' of experience in a similar role
- Computer literate and Demonstrated proficiency using Microsoft Excel
- Self-motivated, detail-oriented and strong organizational skills

## Requirements

### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Finance Team	
<b>External</b>		
	Suppliers	
	Customers	
	External Auditors	
	Taxation Authority	
	Contractors	

## 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

### Interpersonal Styles

- Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Self-sufficient and assured: Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
- Team Oriented: Enjoys being with others as part of a group or team.

### Thinking Styles

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

## How To Apply

--

## Contact for Enquiries

Contact Name: Tanisha Singh

Contact Email: [tanisha.singh@cjpatel.com.fj](mailto:tanisha.singh@cjpatel.com.fj)

Further Contact Information: --

**Closing Date: 14 Feb 2026**