

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
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Professional	
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		
Degree	Accounting and Finance	
Desirable		
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
Internal		
	Finance Team	
External		
	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

Further Contact Information:--

Closing Date: 14 Feb 2026