
Position Description

Vacancy Title: **Finance Officer - Inventory [Suva]**

Location: **Suva**

Reports To: **Finance Manager (v 3.00)**

Objective

The Supply Chain Officer is responsible for the planning and co-ordination of the supply of goods from our overseas and local suppliers into our warehouse. This position reports to the Supply Chain Coordinator, Fiji Dairy Pte Limited.

Outcomes

Organisational Stakeholders

1. Inventory accounts management

- Data in internal systems updated in an accurate and timely manner
 - Financial data entry in Bizzxe Actg. system
 - Finished goods costing - current and R&D
 - Milk intake and usage
 - Reports on finished goods, spare parts, fuel stocks and sundry stock items maintained accurately
 - Daily production variance reporting managed
 - weighted average cost (WAC) for raw materials and debit credit note (DCN) ensured
 - Production usage of raw and packaging materials, labour, electricity, chemical and fuel recorded (data entry) and analyzed
 - Line productivity and production process
 - Production analysis
 - On-site observation to ascertain unit functions, work performed methods, equipment and personnel used and document findings ensured regularly
 - Monthly stocktake assistance provided
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2. Statutory and regulatory compliance ensured

- Accurate records for all daily transactions for statutory reporting purposes maintained
 - Monthly compliance report prepared and submitted to Fiji Revenue Customs Services in a timely manner
 - Fuel usage
 - Sweeten drinks excess duty
 - Yearly fuel concession to Fiji Revenue Customs Authority application prepared and lodged in a timely manner
 - Accurate data report submission to the Fiji Bureau of Statistics ensured
 - Quarterly
 - Excise Tax report to Customs agents submitted
 - Daily
 - Weekly
 - Compliance to all Standard Operating Procedure (SOP) for accounts are ensured at all times.
 - Internal controls
 - Internal audits
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3. Well informed management

- Reporting of general ledger in respect to inventories ensured
 - daily and weekly reports
 - Recommendations for new ideas and cost-effective processes provided to execute improvement within the account team.
 - Contributions to periodic periodic finance meetings ensured.
 - Ad-hoc information or duties requests by management and shareholders, for decision-making purposes, addressed in a timely manner.
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4. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - 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
 - assist in the identification and elimination of work place hazards on an on-going basis
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5. Fiji Dairy Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams in the organisation 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

Responsibilities - Key Competencies

Competence	Description
Business	
Documentation	Communicate using formal business writing.
People	
Team Orientation	Work in a team towards a common aim.
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

At least 2 years of work experience in the similar role
 Competent in Microsoft office applications (word, excel etc.)
 Good analytical, interpersonal and communication skills
 Knowledge of general accounting procedures
 Attention to detail and and proficiency in data entry and management

Requirements

Language Proficiency

Excellent command of English

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	All employees	Receipting of the invoice
	Management Team	
	Board of Directors	For cheque signing
External		
	Customers	
	Suppliers	
	Taxation Authority	
	Banker(s)	
	Auditors	
	Fiji Bureau of Statistics	

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.
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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
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

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Contact for Enquiries

Contact Name: HR Fiji Dairy

Contact Email: hr@fijidairy.com.fj

Further Contact Information: --

Closing Date: 20 Feb 2026