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## Position Description

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Vacancy Title: **Finance Officer**

Location: **Laucala Beach - Suva**

### Objective

The Finance Officer - Purchasing and Payables is responsible for the effective management of the payables and procurement. This position reports to the Accountant, Viti Foods Pte Limited.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Accounts payables managed

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- Ensure timely preparation on payments for local and overseas suppliers.
  - Ensure monthly supplier reconciliations.
  - Effectively manage and coordinate cheque signing.
  - Efficient management of overall payables and suppliers.
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##### 2. System posting managed

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- Ensure GSRNS are posted in the system on a timely basis.
  - Accuracy in system posting is ensured.
  - Posting of monthly journals, DCNS in the system.
  - Timely and accurate posting of purchase orders.
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##### 3. Cash sales managed

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- Facilitate cash pet food sales to internal and external personnel's.
  - Accuracy and timely banking ensure.
  - Implement and ensure cash sales policies are adhered to.
  - Preparations of gate pass records when required.
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##### 4. Purchasing effectively managed

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- Ensure group financial policy adhered to in procurement.
  - Source quotation for effective and efficient purchasing.
  - Coordinate timely deliveries with supplies.
  - Ensure sufficient stocks are maintained for daily use items.
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##### 5. Well informed management

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- Provide ad-hoc reports as requested.
  - Ensure timely and accurate filing is maintained.
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##### 6. Manual books and stationery stock maintained

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- Ensure accuracy in issues of manual books and stationary.
  - Ensure sufficient books and stationery are available.
  - Organize procurement of manual books and stationery.
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##### 7. Payroll is accurate and timely

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- Act as a backup payroll officer
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##### 8. Viti Foods Pte Limited's values upheld and promoted at all times

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- Collaborate with other teams for the benefit of the organization.
  - Monitor and encourage team members to uphold image and value standards.
  - Uphold and demonstrate the organizations image and values.
  - Confidentiality of the financial and operation information ensured at all times.
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##### 9. Disclosure

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- This job reflects the current assignment of essential functions and is not meant to be all-inclusive. Duties and responsibilities may be assigned or reassigned to this job at any time and may be modified.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Documentation	Communicate using formal business writing.
<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>		
Diploma	Accounting and Finance	

## Work Knowledge and Experience

- Minimum three years' experience in a similar role
- Well versed with the Microsoft suite of programs (Word, Excel, Powerpoint)
- Working knowledge of accounting principles and procedures
- Knowledge of reporting requirements as they pertain to the accounts receivable and processes
- Ability to work under minimum supervision and be team oriented

## Requirements

### Language Proficiency

Excellent command of English both written & verbal

### Professional Associations

Membership of Fiji Institute of Accountants

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Finance Manager	
	Finance Team	
<b>External</b>		
	Customers	
	Suppliers	
	Auditors	

## 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.

### 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.

Numerate      Shows abilities in quantitative thought and expression.

Well organised      Controls tasks in a well thought out and critical manner.

#### How To Apply

Online Via Link and Email

#### Contact for Enquiries

Contact Name: Shreyal Shamika

Contact Email: [hr@vitifoods.com.fj](mailto:hr@vitifoods.com.fj)

Further Contact Information: --

**Closing Date: 22 Mar 2026**