Position Description

Vacancy Title: **Accountant**
Location: **Wailekutu - Lami**
Reports To: **Senior Accountant (v 1.00)**

Objective

Accountant is responsible for the day-to-day Management of the Financial accounts, Suva. This position reports to the Finance Manager, CJ Patel Pacific Pte Limited.

Outcomes

Organisational Stakeholders

1. Accounts managed

- Company accounting procedures and practices adhered to at all times
  - Month End and Year end cutoff procedures ensured
- General ledger, receivables/ payables managed on an accurate and timely manner
- Business transactions are recorded in a timely and accurate manner
  - Cash flow and collection plan managed
  - Aged Debtors and Creditors managed
- Reconciliations, schedules and registers managed on a timely and accurate basis

2. Statutory and Operationally Compliant Organisation

- Statutory reporting is accurate, complete and timely
- Statutory payments are made on an accurate and timely basis
  - Corporate taxes
  - PAYE
  - Fringe Benefit Tax
  - VAT
  - FNPF
  - FNU Levy
- Statutory accounts for audit prepared on an accurate and timely basis
- Risk management procedures developed and implemented on timely basis

3. Well informed management

- Daily, weekly and monthly reports provided on an accurate and timely basis
- Quality analysis and reporting to management whenever required ensured

4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to Finance staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - 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
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

6. CJ Patel Pacific 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
- Business practice and decisions are ethical and aligned to organization policy and procedures
- Confidentiality of financial and operational information ensured at all times

Responsibilities - Key Competencies

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Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Customer	
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance, Business and Management	

Work Knowledge and Experience

At least three years' experience in similar role

Analytical thinking ability and proper communication skills

Computer literate and good documentation skills

Requirements

Professional Associations

Chartered Professional Accountant (CPA)

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	All employees	
External		
	Suppliers	
	Customers	
	Statutory Authorities	

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.
Interpersonal Styles	
Empathic	Has the ability to understand somebody else's feelings or difficulties.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

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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

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Further Contact Information: --

Closing Date: 10 Apr 2026

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