

Position Description

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

Location: **Suva**

Reports To: **None**

Objective

This role will control the overall financial responsibilities of the company, accountable for the day-to-day financial administration of the business. The primary responsibility of this position is to ensure the day-to-day financial operation of the company is run efficiently, ensuring timelines are met as required

Outcomes

Organisational Stakeholders

1. Accounting Processes

- Handling petty cash on a daily basis
- Process transactions and manage payables and receivables functions
- Prepare monthly payables & receivables reconciliations
- Maintain accurate data entry records & GL integrity
- Support budgeting process
- Ensure compliance with regulatory and company policies
- Other ad-hoc as directed

2. Policy and Procedure

- Complied with financial procedures at all times.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
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/Finance	
Desirable		
Diploma	Accounting, Finance, Accounting/Finance	

Work Knowledge and Experience

- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Knowledge of accounting principles and accounting software applications.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to maintain confidentiality and consistent integrity.
- Excellent interpersonal skills and team building skills
- Analytical and problem solving and decision-making skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs, and email at a highly proficient level

Requirements

Regulatory Compliance Requirements

Excellent interpersonal skills and team building skills.. Bookkeeping skills.. Analytical, problem-solving, and decision making skills.. Effective verbal and communication skills.. Attention to detail and high level of accuracy.. Very effective organizati

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Financial Coordinator	
	Corporate Consultant	
	Finance Officer	
	FJ consultants	
External		
	Customers	
	Travel Agents	
	Suppliers	

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.
- Team Oriented Enjoys being with others as part of a group or team.
- Trusting Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Decisive Reaches conclusions, promptly and firmly.
- Numerate Shows abilities in quantitative thought and expression.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

All applications to be submitted via the below link. <https://jobs.hrmonise.com/details/4635/centrecom-fiji/finance-officer-April2026>

Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: Vacancy@centrecom.com.fj

Further Contact Information: --

Closing Date: 30 Apr 2026