

Position Description

Vacancy Title: **Finance Officer - Receivables, CJ Patel Pacific Pte Ltd**

Location: **Wailekutu - Lami**

Reports To: **Finance Manager (v 1.00)**

Objective

The Finance Officer - Receivables is to ensure that the company receives payments for goods and services and records these transactions accordingly which include securing revenue by verifying, posting receipts and resolving any discrepancies. This position reports to the Credit Controller & Finance Manager at CJ Patel Pacific Pte Ltd.

Outcomes

Organisational Stakeholders

1. Accounts receivable and general ledger managed

- Accurate receipting ensured
 - deposits in bank statement identified and receipted accurately on a daily basis.
 - unidentifiable deposits attended to promptly
- Account Reconciliations done by the 10th & 25th of each month to be ensured.
- Debit and credit notes accurately captured in the systems to clear debtors promptly
 - Set offs & Cents write offs
- Debtors dealt with courteously, sensitively and in accordance with practice policy at all times
- Trade PO and discount rate entries ensured in an accurate and timely basis
 - preparing manual deposits ensured
 - call in for quotations on an on-going basis

2. Statutory and Operationally compliant organisation

- Preparation of annual audit accounts supported in a timely manner
 - Internal audit files
 - External audit
- Maintenance of General ledger in Bixxe system ensured
- Filing of documents for accurate record keeping ensured

3. Well Informed Management

- Preparation of reports for Management accounts ensured in a timely and accurate manner
 - Month end schedule of customer report
- Reconciliation of system entries with the ledger balances ensured
 - schedules sent to Credit Controller

4. 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

5. CJPP'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	
Documentation	Communicate using formal business writing.

Competence	Description
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, Accounting and Finance	

Work Knowledge and Experience

- 2 - 3 years experience on a similar role will be an added advantage.
- Excellent analytical and numerical skills
- A keen eye for detail and ability to work independently
- Be a self starter and be a great team player
- Great time management & customer service skills

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Sales Team	
External		
	Customers	

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.
- Energetic** Constantly active and driven to put in effort. Works hard to promote an enterprise.
- 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

- Consensus seeker** Works to achieve group solidarity and general agreement and harmony.
- Forthright** Speaks out frankly without hesitation, showing a direct manner.
- Realistic** Shows concern for facts and reality, rejecting the impractical.
- 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.
- Conscientious** Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
- Numerate** Shows abilities in quantitative thought and expression.
- Well organised** Controls tasks in a well thought out and critical manner.

How To Apply

Using Link

Contact for Enquiries

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Further Contact Information: --

Closing Date: 23 May 2026