
Position Description

Vacancy Title: **Finance Officer - Payables**

Location: **Ba - Fiji**

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

Objective

The Finance officer - Payables is responsible for providing financial and administrative support to the accounts payables functions of the finance department. This role reports to the Finance Manager, SC Foods Pte Limited.

Outcomes

Organisational Stakeholders

1. Accounts Payable functions managed

- Invoices are collected and forwarded to respective departments for approval in a timely manner.
 - Reconciliation of invoices with purchase orders ,delivery docket and GRN (goods received note) is accurately carried out.
 - Invoices are registered and posted accurately into Syspro system with correct GL codes
 - All invoices are checked for validity before payment is made.
 - Liaison with ordering staff to ensure that the goods or services invoiced have been received and are of an appropriate standard.
 - Sundry sales receipting managed on rotational basis.
 - Supplier payments are done accurately as per the trading terms
 - Supplier statements are reconciled with Syspro trial balance
 - Communication maintained with creditors to ensure that clarification, if required, is obtained in a timely fashion.
 - Creditors dealt with courteously.
 - Telegraphic transfer advice and remittance is emailed to suppliers in a timely manner
 - Statutory, regulatory and financial reporting compliance ensured
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2. Supplier Ledger Reconciliation Ensured

- Intercompany transactions reconciliations for all intercompany and related party balances prepared accurately on a month basis.
 - Expense analysis carried out in a timely manner
 - Supplier ledger accounts monitored on a timely basis
 - Balances agreed with supplier statements.
 - variances reconciled and resolved
 - supplier ledger with GL control a/c
 - Active participation in monthly stock take ensured
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3. Informed management and other stakeholders

- Record Keeping
 - Invoices filed appropriately and stored for not less than 7 years.
 - Invoices can be retrieved easily upon demand.
 - Payments are appropriately annotated with creditor name, invoice number and if appropriate, further information required for responsible accounting
 - Reporting
 - Reporting of patterns of invoicing, invoiced totals and other relevant information is made to the Finance Manager or Accountant as required.
 - Unusual payments or patterns of payments are brought to the attention of the Finance Manager
 - Liaison with Statutory authorities or other government agencies if required to satisfy statutory reporting requirements.
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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
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5. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

6. SC Foods 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
- Confidentiality of financial and operational information ensured at all times.

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
People	
Team Orientation	Work in a team towards a common aim.
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		
Diploma	Accounting and Finance	

Work Knowledge and Experience

- 2 to 3 years experience in the similar role
- Ability to use Microsoft productivity software such as Excel and Word
- Ability to consistently meet all deadlines
- Must have good time management skills and ability to work under pressure to meet strict deadlines
- Strong understanding of Finance systems and processes
- Excellent verbal and written communication skills
- Highly organised and attention to detail

Requirements

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	Taxation Authority	

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.
- 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.

Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

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

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Holistic thinker Considers issues/situations as a whole rather than analysing or dissecting the parts.

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

How To Apply

Apply Online

Contact for Enquiries

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Closing Date: 18 May 2026