
Position Description

Vacancy Title: **Accounts Payable Officer- Nadi**

Location: **Nadi**

Reports To: **None**

Objective

The Accounts Payable Officer plays a key part in Are Media's Accounts Payable function for both Australia and New Zealand. The role reports into the AP AR Operations Manager, while also working alongside and supporting two other Accounts Payable Officers. The day-to-day activity of the role works towards the overall team responsibility of paying vendors timely and accurately. This includes tasks leading up to preparing for a payment run of processing invoices, responding to external vendor and internal enquires via email and phone, investigating discrepancies and other duties.

Outcomes

Organisational Stakeholders

1. Financial services provided

- Financial management for the efficiency and integrity of the organisation
 - General Ledger
 - Balance sheet
 - Cash-flow
- Financial proposals and projects
- Advisory services to management
- Balance sheet restructuring

2. Organisation Represented

- Promote and deliver papers, technical advice, support and policy input to stakeholders and interested parties
- Collect, analyse and disseminate information

3. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation 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

4. Procedures developed, monitored and implemented

- Develop, monitor and implement procedures to improve the efficiency of the team's work and to better meet the customer's need
- Implement and monitor risk management procedures

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. Accounting support provided to other areas within the organisation

- Financial and costing support
- Budget support
- Stocktake and reconciliation

7. Accounts maintained

- Maintain the general ledger, receivables/ payables processes.
- Implement and monitor strict accounting procedures and practices
- Reconcile financial reports
- Liaise and work with external auditors

Product's Stakeholders

1. Provider of choice

- Recognised as industry best practice provider
- Provider of choice (public image including satisfaction from owners, staff and other external stakeholders)

2. Service provider relationships and contracts effectively managed

- Service agreements and contracts administered
 - Service level agreements developed to meet the needs of the organisation
 - Monitor and manage contracts
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3. Statutory and operationally compliant organisation (department / division)

- Statutory and regulatory compliant
- Compliance with operational procedures
- Risk compliant

Responsibilities - Key Competencies

Competence

Description

Customer

Organisational Values Display the organisation's image and value standards.

People

Team Orientation Work in a team towards a common aim.

Self-Management Manage your priorities and objectives efficiently and effectively

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

Desirable

Diploma Accounting and Finance

Preferred

Degree Accounting and Finance

Work Knowledge and Experience

- 1 year experience in Accounts Payable
- Ability to follow guidelines but able to action deviations accordingly
- Proactive team member who can help in various aspects of Accounts Payable
- Confident communicator, effective time management, a high degree of accuracy and attention to detail
- Strong problem-solver
- Have a sense urgency to complete tasks promptly but accurately
- Ability to demonstrate initiative and responsibility
- Commitment to the health, welfare and wellbeing of self and others to foster a safe environment to work in and comply with OH&S laws and regulations
- Experience working with a high volume of invoices
- Previous media industry experience
- Experience using ERP systems and Office 365 products

Requirements

Language Proficiency

Must have excellent written and oral skills.

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Customer Success Manager	
	Clients	

Type	Interaction	Comments
External	Customers	

Attributes

Behavioural Styles

Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
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.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
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 are to be submitted via the link below: <https://jobs.hrmonise.com/details/4836/centrecom-fiji/accounts-payable-officer-nadi-june26>

Contact for Enquiries

Contact Name: Pooja Reddy

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Further Contact Information: --

Closing Date: 05 Jul 2026