
Position Description

Vacancy Title: **Finance Officer**
Location: **Laucala Beach - Suva**
Reports To: **Accountant (v 1.00)**

Objective

The Finance Officer is responsible for the accurate and timely processing of supplier invoices and payments, maintaining creditor accounts, supporting month-end financial reporting, and ensuring compliance with Company policies and financial controls. The Position reports to Accountant, Viti Foods Pte Limited, Laucala Beach Estate, Suva.

Outcomes

Organisational Stakeholders

1. Accounts Payable and Purchasing Function Supported

- Local and overseas supplier invoices processed accurately and within established timelines.
- Invoices verified against purchase orders and supporting documentation prior to processing.
- Weekly and monthly supplier payment prepared and processed.
 - Ensure creditors are paid in accordance with agreed payment terms.
- Accurate and up-to-date supplier records maintained.
- Supplier statements and creditor accounts reconciled on a regular basis.
 - Investigate and resolve supplier account discrepancies and outstanding reconciliation items.
 - Respond to supplier queries in a timely and professional manner.
- Journal entries prepared and posed as required.
 - Prepare and reconcile general ledger accounts relating to accounts payable.
- Assistance provided with month-end and year-end closing activities.
- Office consumables, including tea, coffee, drinking water, and other approved pantry supplies, as well as Personal Protective Equipment (PPE) for warehouse operations purchased.
- Local Purchase Orders (LPOs) raised for goods and services in accordance with Company procurement procedures.
 - For all other operational purchases, facilitate the procurement process by raising the required LPOs, with the sourcing and purchasing decisions remaining the responsibility of the respective departments.

2. Statutory and Operational Compliance Ensured

- Compliance with Company policies, financial procedures, and internal controls ensured.
- Statutory, operational and regulatory compliance ensured.
- Complete and accurate financial documentation and filing systems maintained.
- Supporting documentation for internal and external audits prepared.
- Assist provided in implementing process improvements within the Accounts Payable function.
- Regular financial and other reports prepared for senior management and business.
 - Provide ad hoc financial reports as required

3. Teamwork and cooperation

- Cooperation within the team and greater function / department
 - Provide financial and costing support to the Finance team and operational departments as required.
 - Assist in the preparation, monitoring, and analysis of budgets and forecasts.
 - Participate in stocktakes and perform inventory reconciliations to ensure the accuracy of stock records.
- Cooperation across functions / departments
 - Foster effective teamwork and maintain positive working relationships within the Finance team and the wider department.
 - Contribute to continuous improvement initiatives by identifying opportunities to enhance financial processes and controls.
- Work collaboratively to achieve the set targets and goals
 - Work collaboratively with colleagues and stakeholders to achieve departmental and organizational objectives.
 - Collaborate effectively with cross-functional teams to support business operations and resolve finance-related matters.
- Undertake any other duties as reasonably assigned by the Finance Manager.

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

- A culture of teamwork, cooperation, and mutual respect fostered by building productive working relationships with internal and external stakeholders.
- Company's values of **Integrity, Respect, Teamwork, and Excellence** upheld in all interactions and decision-making.
 - Lead by example and encourage team members to consistently demonstrate behaviours that reflect the Company's image, values, and professional standards.
 - Act professionally, ethically, and with accountability, safeguarding the reputation and interests of the Company at all times.
 - Contribute to a positive, inclusive, and high-performing work environment that supports continuous improvement and organizational success.
- Professional conduct demonstrated at all times and contribute to a positive, inclusive, and respectful workplace culture.
 - Maintain zero tolerance for harassment, bullying, and sexual harassment, and ensure behaviour consistently aligns with the Company's Code of Conduct and Workplace Behaviour policies.
 - Take responsibility for reporting any inappropriate conduct, harassment, or misconduct in accordance with Company policies and established reporting procedures.
- Highest level of confidentiality maintained when handling Company, financial, employee, and supplier information, ensuring compliance with Company policies and applicable legal requirements.

5. Safe work environment promoted and ensured at all times.

- Compliance with all Company Health, Safety, Security, and Environmental (HSSE) policies, procedures, and statutory requirements ensured
 - Take reasonable care for your own health and safety and that of colleagues, contractors, visitors, and others who may be affected by your actions.
 - Correctly use and maintain any equipment and Personal Protective Equipment (PPE) provided by the Company.
- All hazards, incidents, injuries, near misses, and unsafe conditions promptly reported in accordance with Company procedures.
 - personal injuries in the workplace reported immediately to supervisor or OHS Committee.
- Participation in health and safety training, meetings, risk assessments, and emergency drills as required.
- Company's commitment to maintaining a safe, healthy, and incident-free workplace by promoting safe work practices and continuous improvement supported.

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Quality Focus	Deliver quality.
People	
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 and Finance	
Preferred		
Diploma	Accounting and Finance	

Work Knowledge and Experience

- Minimum two (2) years' experience in an Accounts Payable, Finance Officer, or similar accounting role.
- Knowledge of accounting principles and accounts payable processes.
- Intermediate to advanced proficiency in Microsoft Excel and other Microsoft Office applications.
- Strong analytical and reconciliation skills with a high level of accuracy and attention to detail.
- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines.
- Good written and verbal communication skills with the ability to engage effectively across all levels of the organisation.
- Ability to work both independently and collaboratively within a team environment.

Requirements

Language Proficiency

- Good Command of English (Written and Verbal)

Other Required Statements

Position KPI's:

1. Timeliness of Supplier Payments

- **Measure:** 95–100% of approved supplier invoices processed and paid within agreed payment terms.

2. Accuracy of Invoice Processing

- **Measure:** Less than 1–2% error rate in invoice entry, coding, and payment processing.

3. Supplier Reconciliation

- **Measure:** 100% of key supplier accounts reconciled monthly, with outstanding items resolved within 30 days.

4. Month-End Closing Support

- **Measure:** All assigned AP reconciliations and journals completed accurately within agreed month-end timelines (100% compliance).

5. Query Resolution Time

- **Measure:** 90–95% of supplier queries resolved within 3–5 working days.

6. Compliance & Documentation Accuracy

- **Measure:** 100% compliance with internal controls, audit requirements, and complete supporting documentation for all transactions, with zero major audit findings.

Interactions

Type	Interaction	Comments
Internal		
	Finance Manager	
	Finance Team	
	Warehouse Team	
	Production Team	
	Quality Team	
	Plant Manager	
	Factory Manager	
External		
	Auditors	
	Suppliers	
	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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
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.
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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Initiative Takes action and makes decisions without the help or advice of other people.
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: 12 Jul 2026