

## Position Description

Vacancy Title: **Accounts Officer- Nadi (Entry Level)**

Location: **Nadi**

Reports To: **None**

### Objective

### Outcomes

#### Organisational Stakeholders

##### 1. 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

##### 2. 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

#### 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

##### 3. Statutory and operationally compliant organisation (department / division)

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

##### 4. Operational and statutory compliance

- Statutory compliant to laws and regulations
  - Health and safety compliance
  - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

### Responsibilities - Key Competencies

#### Competence

#### Description

##### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

##### People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Self-Management	Manage your priorities and objectives efficiently and effectively

##### Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
---------------	------------	-------

### Work Knowledge and Experience

Qualification in Accounting, Finance, or related field  
Have at least 1 year of experience in a similar role  
Excellent communication, research, problem-solving, and time management skills  
Attention to detail and ability to work independently  
The capability to prioritize various requests and proficient in Microsoft Office Suite or related software as well as other accounting software programs

### Requirements

#### Language Proficiency

Must have excellent written and oral skills.

#### Regulatory Compliance Requirements

Fijian Citizen, under Age 55, in sound health, with a clear police record.

### Other Required Statements

No other required statements found.

### Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Relevant Accounts	
	Management Team	
	All employees	
	Clients	

### 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

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
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.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
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.
Challenger	Queries, tests information/beliefs and provokes thought.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
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.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Imaginative	Generates ideas and images, showing creativity.
Numerate	Shows abilities in quantitative thought and expression.
Reflective	Takes a thoughtful and deliberative approach.
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/4861/centrecom-fiji/accounts-officer-nadi-entry-level-role>

## Contact for Enquiries

Contact Name: Pooja Reddy

Contact Email: [Pooja.Reddy@centrecom.com.fj](mailto:Pooja.Reddy@centrecom.com.fj)

Further Contact Information: --

**Closing Date: 19 Jul 2026**