
Position Description

Vacancy Title: **Accountant v (1.00) [Laucala Beach - Suva]**

Location: **Laucala Beach - Suva**

Reports To: **Finance Manager (v 2.01)**

Objective

The Accountant is responsible for the assisting the day to day management of the Finance department at Viti Foods Pte Limited. This position reports to the Finance Manager, Viti Foods Pte Limited

Outcomes

Organisational Stakeholders

1. Accounts managed

- Targets accurately reported on a timely basis and supports decision making
 - Business transactions are recorded in a timely and accurate manner
 - General ledger and subsidiary ledger updates are accurate and timely
 - Assets and liabilities managed at all times
 - Reconciliations, schedules and registers managed on a timely and accurate basis
 - Inter company balances and transactions reconciled on an accurate and timely basis
 - Registry and record keeping of source documents and reconciliations managed
 - Month end and year end cutoff procedures ensured
 - Good and services receipt note (GSRN), receipting and depositing are ensured at all times
 - Forex rates optimized at all times
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2. Statutory and operationally compliant organisation

- Statutory reporting is accurate, complete and timely
 - Legislative and regulatory compliance requirements ensured at all times
 - Rates, licences and contracts renewal is timely and complete
 - Internal and external contract and licenses register completeness ensured
 - Assets (tangible and intangible) including trademarks documented accurately at all times
 - Compliance with internal finance unit policies, systems and processes ensured at all times
 - Internal and external audits are timely and accurate
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3. Well informed management

- Financial reports complaint and produced on a timely basis for informed decision making
 - Monthly management accounts
 - Quarterly reports to assist in group consolidation and executive meetings
 - Financial forecast and budget
 - Annual audited financial statements
 - Ad-hoc reports for general business decision making
 - Product costing update ensured monthly.
 - Cash flow and collection plan reconciled daily and Finance Manager informed
 - Asset register maintained at all times
 - Inter-company balances and transactions reconciled on an accurate and timely basis
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4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to finance staff ensured
 - Training needs and competency gaps of staff assessed and managed in partnership with Finance Manager and HR Department
 - Good Manufacturing Practice ensured
 - Succession planning ensured
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5. 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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6. Viti 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	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Quality Focus	Deliver quality.
People	
Team Orientation	Work in a team towards a common aim.
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
Preferred		
Degree	Accounting and Finance	
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Accounting and Finance	

Work Knowledge and Experience

Minimum three years' experience in a similar role

Well versed with the Microsoft suite of programs (Word, Excel, PowerPoint)

Working knowledge of accounting principles and procedures including IFRS

Knowledge of reporting requirements as they pertain to the accounts receivable and processes

Knowledge in other statutory requirements relating to business

Ability to work under minimum supervision and work with the team

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Suppliers	
	Customers	
	Statutory Authorities	
	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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

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.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

Contact Name: HR

Contact Email: hr@vitifoods.com.fj

Further Contact Information: --

Closing Date: 19 Sep 2026