Position Description

Vacancy Title: Accounts Officer
Location: Lautoka
Reports To: None

Objective

The Accounts Officer will be responsible in processing and issuing cheques, banking, accountable for the safe keeping of payment vouchers, distribution of salary and wage payments and petty cash disbursements and reimbursements. The role will be responsible for a vital function in that it ensures timely and accurate disbursement of funds and is a strategic and value-added critical role in the accounting cycle of FP. The role will report to the Finance Department Heads.

Outcomes

Organisational Stakeholders

1. Processing Payments and Financial Transactions ensured at all times

- Cheque payments efficiently coordinated based on completed vouchers, including dispatching cheques and performing banking tasks as needed.
  - Coordinated with relevant departments to ensure timely processing and approval of payments.
- Efficient management payments related to Roading, Barge, Logging, and Cartage, ensuring adherence to specific procedures and timelines.
  - Accurately verified weighbridge data, reconciliation of tonnage records in Excel, highlighting discrepancies for further investigation.
- Ensured approval of contractor fuel issues, ensuring compliance with financial procedures and retaining a portion of proceeds as required.
  - Reviewed contractor proceeds and offset fuel issued, ensuring proper documentation and authorization.

2. Accurate Documentation and Record-Keeping maintained at all times

- Ensure all payment vouchers are filed in monthly sequence and securely maintained.
  - Implementation of systematic filing system to facilitate easy retrieval and auditing of payment records.
- Records of contractor details accurately maintained, including registrations and compliance documents.
  - Contractor information regularly updated ensuring all necessary documentation is current and on file.
- Obtained and file invoices promptly upon finalizing payment sheets, ensuring completeness of documentation.
  - Organized invoices by category and date to streamline the payment verification process.

3. Effective and Efficient Contribution to Financial Operations

- Efficient assistant to finance Department in achieving its objectives by efficiently delivering assigned services and meeting deadlines.
  - Collaboration successfully executed with relevant personnel to reconcile logging and cartage records, ensuring accuracy and completeness.
- Assistance rendered in verifying and processing payments for various services, adhering to internal control measures and financial procedures.
  - Periodic audits of financial transactions successfully carried out to identify discrepancies and ensure compliance with company policies.

4. Robust Compliance and Reporting

- Internal control measures and compliance successfully maintained with financial procedures and instructions.
  - Regular review and update of internal control procedures to address emerging risks and enhance operational efficiency ensured.
- Completion and submission of reports on assigned activities as required by management or regulatory authorities executed as and when required.
  - Generated comprehensive reports detailing financial transactions, discrepancies, and compliance status for review by senior management.
- Maintained awareness of company policies and procedures, adhering to occupational health and safety standards, and contributing to overall housekeeping efforts.
  - Regular training sessions conducted to ensure staff awareness of company policies and procedures related to financial transactions and compliance.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Problem Solving	Develop practical solutions to a situation.
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.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting/Finance	or related field and Minimum of 2 years experience in a similar field

Work Knowledge and Experience

Minimum of 2 years of accounting or finance experience, with a proven ability to manage financial records, process transactions, and prepare reports.

Exceptional proficiency in Microsoft Office.

Experience with accounts payable, accounts receivable, and payroll but not necessary.

Experience in the use of ERP accounting software would be an added advantage.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All FPG Employees	
External		
	Customers	
	Stakeholders of FPG	
	Suppliers / Contractors	

Attributes

Behavioural Styles	
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.
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	
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Applications are to be submitted by Friday, 16 October 2026.

Contact for Enquiries

Contact Name: Makelesi Ralulu

Contact Email: mralulu@tropik.com.fj

Further Contact Information: --

Closing Date: 16 Oct 2026