Position Description

Vacancy Title: Finance Trainee
Location: Lautoka
Reports To: None

Objective

The Finance Trainee will provide essential administrative support to the finance and procurement teams at FPG. This entry-level role focuses on assisting with daily financial operations, maintaining accurate filing systems, and handling general administrative duties to ensure the smooth and efficient running of the department.

Outcomes

Organisational Stakeholders

1. Accurate Documentation and Record-Keeping Maintained

- Systematic filing of financial and procurement documents (e.g., invoices, receipts, purchase orders) executed promptly and accurately.
- Digital and physical records maintained and organized to ensure easy retrieval by the finance and procurement teams.
- Assistance provided in the proper archiving of historical documents in accordance with company procedures.

2. Effective Administrative Support Provided

- Assistance rendered in basic verification tasks, such as matching delivery dockets to purchase orders or checking invoice totals.
- Daily administrative duties, including photocopying and scanning handled efficiently.

3. Efficient Workflow and Team Collaboration Supported

- Ad-hoc operational and administrative duties assigned by senior finance or procurement staff carried out proactively.
- Basic internal and external queries received by the department routed to the appropriate personnel promptly.

4. Continuous Learning and Policy Adherence Demonstrated

- Active participation in on-the-job training and responsiveness to guidance provided by senior team members.
- Strict adherence to internal control procedures, data confidentiality guidelines, and company policies maintained at all times.
- General housekeeping and Occupational Health and Safety (OHS) standards adhered to within the work environment.

Responsibilities - Key Competencies

Competence	Description
Business	
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.
Documentation	Communicate using formal business writing.
Customer	
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.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting/Finance, Business Management or Administration	
Desirable		
Degree	Accounting/Finance, Business Management or Administration	

Work Knowledge and Experience

Basic understanding of financial principles, record-keeping, and general office administration.

Basic to intermediate proficiency in Microsoft Office applications, particularly Excel and Word.

Strong organizational and time-management skills, with a keen attention to detail for accurate data entry and filing.

Highly motivated with a strong willingness to undergo on-the-job training and a keen interest in developing a career in finance.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments

No interactions found.

Attributes

No attributes found.

How To Apply

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

Contact for Enquiries

Contact Name: Makelesi Ralulu

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Further Contact Information: --

Closing Date: 16 Oct 2026