

# VACANCY: ACCOUNTS OFFICER (Re-advertised)



Tropik Wood Industries Limited (TWIL) owns and operates the largest sawmill, Fiji's only chip mill and is also an independent power producer, selling electricity into the national grid.

We are seeking to recruit experienced, highly motivated and dynamic persons for the **Accounts Officer** (x1) position which will be based in Drasa, Lautoka:

## Responsibilities

This will involve:

- Preparing monthly VAT return and bank reconciliation;
- Performing supplier account reconciliations and processing payments;
- Liaising with suppliers, customers and statutory bodies;
- Performing inventory costing and updating records;
- Performing General Ledger account reconciliations;
- Ensure that proper accounting records are maintained in terms of accuracy, completeness and accountability;
- Any other task/duty as advised by management.

## Qualification & Experience

The successful candidate must have the following prerequisites:

- Degree in Accounting or Finance
- Have at least 3 years experience in a similar role.
- The key attributes being sought are Integrity, Ethical conduct and Teamwork.

Excellent communication skills combined with the ability to work in a challenging environment with minimal interference is essential.

Applicants should write in by Friday, 23<sup>th</sup> of July, 2021 with a comprehensive resume to:

Vacancy – Accounts Officer  
Manager Human Resources  
Tropik Wood Industries Limited  
Private Mail Bag  
Lautoka

Email : [recruitment@tropik.com.fj](mailto:recruitment@tropik.com.fj)

**Only short listed candidates will be contracted.**