

VACANCY: MANAGER FINANCE



Fiji Pine Limited owns and manages about 84,000 hectares of Pine Land around Fiji.

We are seeking to recruit a matured and experienced **Manager Finance** to support Executive Management. The successful candidate will be based in **Drasa, Lautoka**.

Responsibilities

This will involve:

- Prepare financial statement, conduct annual audits, manage operational budgets, handling cash flow and enforcing cost-effectiveness.
- Develop the overall corporate financial goals in collaboration with the Financial Controller and the Chief Executive Officer.
- Oversee all the functions and procurement that come under the portfolio of the position holder to ensure high level of integrity, confidentiality and compliance to policy and procedures.
- Oversee preparation of financial records related to general ledger, payroll, budget, expense.
- Assist the unit in accounts receivable and payable activities.
- Evaluate existing accounting system and recommend improvements if required.
- Perform account reconciliation and generate financial reports.
- Supervise and maintain financial and administrative records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Active support to resource mobilization, partnerships and networking issues.
- Prepare analytical report and TPP (Third Party Payment) Service Provider on Budget and Expenditure on a regular basis to produce in the AWP.
- Initiate orientation and training programs for employees.
- To manage the HR function of the finance department in collaboration with HR unit, training and development of staff and performance management.

Qualification & Experience

The successful candidate must have the following prerequisites:

- Degree or Higher Education Studies in Business Administration, Finance, Accounting or Management from a recognized institution.
- Minimum of 5 years relevant experience in a senior accounting or finance role and proven experience in leadership and management.
- Experience managing finance and administration operations and reporting functions.
- Demonstrate proficiency with Microsoft Word, Excel, Powerpoint, Access and other accounting tools.
- Professional certification in chartered accountant/professional accounting will be an added advantage.
- Strong analytical skills.
- Excellent communication skills both oral and written including demonstrated superior interpersonal, negotiation and motivational skills.
- Strong customer service skills with demonstrated ability to effectively interact with technical and non-technical end users in a pleasant, cooperative and helpful manner.
- Demonstrated ability to solve problems and work independently.
- Positive attitude, a team player and physically fit.

Applicants should write in by Friday, 16 February 2024 with a comprehensive resume to the following link <https://www.tropik.com.fj/careers/>

Or hand delivered to the address below:

Vacancy - Manager Finance
Human Resources Department
Fiji Pine Limited
Private Mail Bag
Drasa
Lautoka

Only shortlisted applicants will be contacted