## JOB DESCRIPTION

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| Job Title | Finance Officer Payables |
| Reports to | Manager Finance |
| Location | NFA HQ, Walu Bay, Suva |

### Job purpose

The Finance Officer Payables will be responsible for the accurate and timely processing of payments, verification of invoices and supporting documents, maintenance and reconciliation of accounts payable records, and ensuring compliance with the Authority's financial policies, procedures and internal controls.

## Duties and responsibilities

| KEY RESULT AREAS | KEY PERFORMANCE MEASURES |
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| Ensure Timely Reconciliations, Verification, Processing and recording of payments to creditors in accordance with Agreed trading terms | • Ensure that all relevant supporting documents are submitted before invoices/payments is processed<br>• Verify and input creditors invoices once received and process Payment Vouchers.<br>• Call suppliers for invoices not received upon completion of goods and services<br>• Verify and prepare reconciliation of vendor payments using vendor statements for SA verification for printing of cheques by Cashier<br>• Upon reconciliation, ensure no vendor sub ledgers have unresolved invoices as outstanding in the account.<br>• Maintain individual vendor files to record all payments with relevant details<br>All outstanding payment enquiries shall be verified and cleared with within 3 working days |
| Manage all project payments | • Maintain and update payments reconciliations of capital projects in accordance to progress certificates and Contract payment schedules |

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| | • Reconcile and update vendors [Contractors] sub ledgers to record outstanding retention and provisional tax. |
| Processing of Month End Journals (Accruals & Reversals) | • All month end journals to be verified and completed on 5th of following month |
| Preparation and submission of Vat Reconciliation and FRCS Taxes | • Ensure that VAT and FRCS Tax payment is processed and reconciliation report is submitted to the Senior Accountant monthly by 5th of following month |
| Manage all Stations Utility Bills and Rates | • Ensure that all utility bills are paid when due: Water, Electricity, Telecommunication, Mobile phones, Internet , Municipal rates, Land rates]<br>• Submit updates and reconciliation of utility bills, council rates and lease payments on a monthly basis to Manager Finance |
| Any other duties that may be assigned by the Senior Accountant, Accountant and Manager Finance | |

**Education & Experience**

- A Bachelor's Degree in Accounting, Finance, Commerce, Business Administration with a major in Accounting, or a related discipline from a recognized tertiary institution.
- Relevant experience in accounts payable, accounting, finance, or a similar financial role is desirable.
- Practical experience in invoice verification, payment processing, creditor reconciliations and maintaining accurate financial records.
- Experience working with financial management systems, accounting software or ERP systems would be an advantage.
- Sound understanding of accounting principles, financial procedures, internal controls and records management.

**Key Competencies**

- Strong numerical, analytical and financial management skills.
- High level of accuracy and attention to detail when processing invoices, payments and financial records.
- Good knowledge of accounts payable processes, accounting principles and financial procedures.

- Ability to undertake supplier/creditor reconciliations and resolve discrepancies effectively.
- Proficiency in accounting software, ERP/financial management systems and Microsoft Office applications, particularly Excel.
- Excellent organizational and time-management skills, with the ability to meet payment and reporting deadlines.
- Strong interpersonal and communication skills with the ability to liaise professionally with suppliers, employees and other stakeholders.
- Ability to maintain confidentiality and demonstrate integrity when handling financial and sensitive information.
- Good problem-solving skills and ability to investigate and resolve payment or account discrepancies.
- Ability to work independently and collaboratively as part of a team.
- Ability to work effectively under pressure and manage competing priorities.
- Demonstrated commitment to accountability, professionalism and compliance with financial policies, procedures and internal controls.