



JOB DESCRIPTION - FINANCE OFFICER

PRIMARY JOB PURPOSE

The role of the Finance officer involves providing financial and administrative support to BAF customers, employees, management and other stakeholders. The Finance Officer will be a key contributor to the department of finance by timely processing of financial transactions (Accounts Payable, Accounts Receivable and Payroll), annual budgeting and monitoring, financial reporting, and compliance with BAF policies, statutory requirements, and accounting standards.

PRINCIPAL ACCOUNTABILITIES

Accounts Receivable & Customer Management

- Responsible for online receipting and processing of customer payments.
- Prepares monthly AR reports including pending payments and expected collection timelines.
- Manages key customer accounts such as airlines, importers, and cash customers.
- Prepares and sends account statements, monitors transactions, follows up on overdue balances, and ensures timely reconciliation and accurate allocation of entries.
- Post SCM when approval is given by MF.

Cash & Float Management

- Issues and reconciles petty cash and various business expense floats (including meal and subsistence allowances).
- Processes reimbursements and posts transactions accurately in the financial system.
- Ensure that the Cash is properly locked in the safe

Banking Duties

- Performs daily banking, including preparation and deposit of funds (cash and cheques) when required.
- Reconciles deposit slips and liaises with banks to resolve transaction issues.
- Record and promptly notify the accountant or Manager Finance of any missing revenue or discrepancies in the till or float.

Payroll & Deductions

- Processes payroll (standard and manual), handles reconciliations
- submits FNPF and PAYE deductions via the online portal.
- Manages staff advances, deduction PVs, and remittance advice.
- Upload posting GL entries for accountant posting.
- Prepare accruals for Posting to the Accountant
- File all payroll documents.

Financial Controls & Journals

- Prepares general journals and sales credit memos for adjustments.
- Verifies invoice sequences to ensure there are no missing or duplicate records, supporting audit compliance.

Accounts Payables

- Reviews and processes procurement requests.
- Raises purchase orders and payment vouchers, including utility and TT payments.
- Reconcile statements and LPO issued.
- Prepare monthly aging reports.
- Prepare accruals for Month -End
- Posts verified invoices, manages accountable advance retirements, and prints cheques.

Document & Record Management

- Dispatches and files finance documents, lodgements, and banking reports.
- Ensures audit trails are maintained for all transactions.

KNOWLEDGE, SKILLS & EXPERIENCE

The position requires the applicant to possess the following:

- Degree in Business Accounting/Financial Management or relevant field with 2 years of experience in similar role; OR
- Diploma in Business Accounting /Financial Management with 3 years of work experience in similar role.
- Proven ability to meet deadlines;
- Familiarity with computerized accounting packages;
- Good verbal and written communication skills;
- Ability to critically analyze and provide sound solutions to problem;
- Attention to detail;
- Ability to take-up new challenges

WHERE TO SEND YOUR APPLICATION

1. Visit our website www.baf.com.fj to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications for Vacancy nos. 23/2025 – 29/2025 will close on Friday, 3rd October 2025 at 05:00pm.
4. Applications for Vacancy no. 30/2025 will close on Friday, 26th September 2025 at 05:00pm.

Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.

BAF IS AN EQUAL OPPORTUNITY EMPLOYER