



## **FINANCIAL ACCOUNTANT**

### **Primary Job Purpose**

To manage financial and accounting functions for BAF, with direct reporting to Manager Finance.

### **Principal Accountabilities**

- Timely preparation and analysis of weekly, monthly and annual reporting obligations;
- Preparation of the month-end journal entries, review of trial balance, month-end balance sheet reconciliations and other month-end reports;
- Ensure accurate and timely monthly, quarterly and year end closing
- Review of payment vouchers and supporting.
- Preparation of annual statutory financial statements
- Assist in local statutory and internal audits i.e. reviewing and preparing schedules for audit enquires; preparing year-end adjustments;
- Monthly VAT preparation and PAYE, FNPf filling.
- Manage the procurement function and finance stores for BAF
- Managing the Accounts Payable function including Payroll;
- Manage Accounts Receivable and all revenue streams
- Establish and monitor the implementation and maintenance of accounting control procedures
- Identifying and resolving accounting discrepancies and irregularities
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Analyse and advise on business operations including revenue and expenditure trends, financial commitments and future revenues
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Prepare monthly management reports and other reports
- Assist in annual budget preparation and liaise with head of departments on their review of the forecast and budget;
- Assist in preparation of monthly budget reports and provide commentaries on variances as required and to monitor budget and forecast activities
- Cash Flow Management including Forecast and Analysis of CAPEX payments, taxes and dividends.
- Ensure all financial reporting deadlines are met both internally and externally together with statutory reporting's to other government bodies.
- Analyse financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to organisation and financial problems
- Assist in the development of the Financial Management Information System
- Develop and maintain financial models and data bases

- Actively participate in cross functional team meetings on key projects and initiatives
- Ensure accounting functions are in compliance with Regulatory Requirements and Accounts Rules;
- Provide support to the Accounts team;
- Preparation of ad-hoc financial reporting on a needed basis.
- Attend to any other tasks as assigned by Manager Finance

### **Knowledge, Skills & Experience**

- Degree/Post Graduate in Accounting/Financial Management
- CA firm experience of at least 3 to 5 years is a must with good understanding of current accounting standards.
- Full Member of both CPA & FIA is mandatory.
- Proven ability to meet deadlines and statutory reporting.
- Be analytical and detail-oriented with good financial skills and attention to detail.
- Familiar with MS Excel and computerized accounting software packages such as Navision and pay global.
- Demonstrated ability in the development and preparation of annual budgets.
- Good verbal and written communication skills.
- Ability to critically analyse and provide sound solutions to problems.
- Demonstrated ability to formulate & implement financial policies and controls.
- Be a good team player with ability to work under tight deadlines with minimal supervision.
- Ability to work independently with minimum supervision.

### **WHERE TO SEND YOUR APPLICATION**

Complete written applications must include your curriculum vitae and the names of at least 2 referees with academic certificates and transcripts. Applications should be marked "Vacancy No. & Name" and must be sent either by post, hand delivery, or email to [hrrecruit@baf.com.fj](mailto:hrrecruit@baf.com.fj) no later than 5:00 pm Friday 16<sup>th</sup> September, 2022.

**Please send to**  
Recruitment  
Biosecurity Authority of Fiji  
PO Box 18360, Suva

**OR**

**Hand deliver to**  
Level 3, Provident Plaza 1  
Downtown Boulevard  
Ellery Street, Suva

*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**