



## **Job Title: Graduate Trainee – Accounting**

### **Job Summary:**

The Graduate Trainee in Accounting will support the finance and accounting team in managing daily financial operations, preparing financial reports, maintaining accurate records, and assisting with audits and budgeting processes. This role provides an opportunity for recent graduates to gain practical experience, develop core accounting skills, and work towards professional qualifications.

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### **Key Responsibilities:**

- Assist in the preparation and analysis of financial statements and management reports (VAT, STT, ECAL, SRT, PAYE, EMS, CPT, FNPf & FNU Lodgments)
- Record and reconcile financial transactions in accordance with company policies.
- Support the month-end and year-end closing processes.
- Maintain accurate and up-to-date financial records and documentation.
- Assist in budgeting, forecasting, and variance analysis.
- Review and process invoices, payments, and expense reports.
- Participate in tax computations and filings under supervision.
- Perform any other duties assigned by the Manager.

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### **Requirements:**

- Bachelor's degree in Accounting or Finance.
- Basic understanding of accounting principles and financial reporting.
- Proficiency in Microsoft Excel and familiarity with accounting software (e.g., MYOB, Xero).
- Strong analytical and numerical skills with attention to detail.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Eagerness to learn and pursue professional accounting certifications.
- Integrity and confidentiality
- Time management and organizational skills
- Problem-solving and critical-thinking ability
- Willingness to learn and adapt in a fast-paced environment

Application with CV and one passport sized photo to be sent: - Alvish Sharan

**Email:** leadwayfiji@gmail.com

### **Office Location:**

Lot 30 Neel Field State (3-5 Mins Drive from Nadi Airport)

Application closing date 16<sup>th</sup> December, 2025