



Vacancy: Accounts Officer (Long-Term Position)

Electro Security Limited (ESL) is seeking a talented and dedicated **Accounts Officer** to join our team. This is a long-term opportunity for a motivated individual who is passionate about accounting and eager to grow with us.

Key Responsibilities

- Apply accounting principles, regulations, and policies to all work duties.
- Daily reconciliation of bank accounts, wages, and credit cards.
- General office support including filing and administrative tasks.
- Preparation and submission of VAT, PAYE, and FNPF.
- Payroll management.
- Debtors and Creditors management.
- Assist with invoices and vendor payments.
- Manage employee reimbursement claim processes.
- Respond promptly to internal and external supplier queries.
- Perform other ad hoc duties to support the team as required.

Skills & Qualifications

- Diploma in Accounting/Commerce.
- Proficiency in Microsoft applications.
- High integrity and ability to maintain confidentiality.
- Strong team player with problem-solving skills.
- Excellent attention to detail.
- Ability to work effectively under pressure.
- Strong oral, written, and presentation skills.
- 1–2 years of experience in a similar role preferred (training and guidelines will be provided).

Application Process

Interested candidates are invited to submit the following:

1. Application letter.
2. Current CV with contact details of at least two referees.
3. Certificates/evidence of qualifications (if any).

Send applications to: info@eslfiji.com.fj