

Manager - Finance & Administration



- Business and Management Focus
- Hands-on Operational Role

Our client, Ranjit Garments (MFG) Pte Limited is a well-established and respected Fijian garment manufacturer with over 40 years of experience in high quality workwear and uniforms to the Fiji, Pacific and Exports markets.

The company is seeking to recruit a results-oriented and self-driven individual to provide accounting, finance and administrative support to the company as *Manager - Finance & Administration* to be based in Suva.

Key Responsibilities

Reporting to the Managing Director, *Manager - Finance & Administration* will be responsible for assisting the company in accomplishing its objectives by adding value and improving overall business operations through adopting a systematic and disciplined approach. Specific responsibilities will include:

- Overseeing day-to-day accounting, finance and administrative activities.
- Maintaining books of account, accounting records and reconciliations.
- Maintaining sound and effective policies, procedures and internal controls, and pursuing continuous improvements.
- Preparation of management accounts and financial statements in compliance with statutory and regulatory requirements.
- Ensuring taxation and regulatory compliance, attending to filing of taxation and other statutory returns.
- Supervision, development and training of the human capital.
- Overseeing IT administration and network systems, ensuring that all IT infrastructure, systems and software used by the business align with operational needs, security protocols and compliance requirements.
- Provide ongoing support to the executive team and managing directors.

Qualifications & Experience

- A tertiary qualification in accounting or commerce or a related discipline. A professional accounting body membership will be an advantage.
- At least 6 years' experience in accounting, financial and business administration.
- IT skills, especially in accounting software and spreadsheets.
- Strong analytical problem solving and decision-making skills, excellent interpersonal and communication skills.

Package

Remuneration package commensurate with qualifications and experience will be offered to the successful candidate. All applications will be treated in strict confidence.

Applications together with detailed Curriculum Vitae, 3 referees and contacts details should be forwarded by 17 August 2026 quoting "*Ranjit Garments - Manager - Finance & Administration*" to:

Email: recruitment@bdo.fiji
Post: GPO Box 855, SUVA



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