

Accounts Officer

Exciting Opportunity in a Growing Manufacturing Company

Location: Suva, Fiji

Industry: Manufacturing

Employment Type: Full-Time | Fixed-Term Basis

Are you a detail-oriented accounting professional with a passion for accuracy, financial excellence and supporting business success?

Our client is seeking an experienced and motivated **Accounts Officer** to join their Finance Team. This is an exciting opportunity to play a key role in supporting the day-to-day financial operations of a manufacturing and sales business .

If you enjoy working in a fast-paced manufacturing environment, have a strong eye for detail, and are committed to delivering accurate and timely financial information that supports sound business decisions, we'd like to hear from you.

About the Company:

Our client is a locally owned, growth-driven manufacturing business with a commitment to innovation, quality, and sustainability. With recent expansions and strong future growth plans, they are entering an exciting new phase and are looking for a motivated and results-driven accounting professional to help shape and support this journey.

The Role:

Reporting to the Financial Accountant & Credit Controller, you will be responsible for:

- Maintaining accurate financial records, journals, general ledger accounts and reconciliations.
- Processing accounts payable, supplier reconciliations and payment runs.
- Managing accounts receivable, customer invoicing, collections and debtor reconciliations.
- Performing bank reconciliations, cash management and petty cash administration.
- Supporting inventory accounting, stock reconciliations and production cost accounting.
- Assisting with payroll processing and statutory deductions.
- Preparing VAT/GST documentation and supporting internal and external audits.
- Producing financial reports, sales summaries and management information.
- Ensuring compliance with accounting policies, internal controls and financial procedures.
- Supporting ERP/accounting system processes and identifying opportunities for process improvements.
- Coordinating with Procurement, Production, Warehouse and Sales to ensure accurate financial transactions and documentation.

About You:

You are an organised, motivated and results-driven accounting professional looking to grow your career .

You will possess:

- A Diploma in Accounting, Finance or a related discipline.
- 2–5 years' accounting experience, preferably within a manufacturing environment.
- Experience in inventory and cost accounting will be highly regarded.
- Sound knowledge of accounting principles and financial reporting.
- Experience using accounting or ERP systems such as SAP, Oracle, Microsoft Dynamics, Sage or NetSuite.
- Good understanding of manufacturing costing and inventory management.
- Strong analytical, reconciliation and problem-solving skills.
- Excellent attention to detail with a high level of accuracy.
- Well-developed communication, organisation and time management skills.
- Ability to work independently, manage competing priorities and meet deadlines.
- Good understanding of taxation and statutory compliance requirements.

What We Offer:

This is an opportunity to become part of a dynamic manufacturing business where your work will directly influence strategic decisions and business performance.

We offer:

- Develop your skills across financial accounting, manufacturing costing and ERP systems.
- Contribute to continuous improvement initiatives that support business growth.
- Build a rewarding career in a dynamic manufacturing environment.



Applications must be sent with a Curriculum Vitae with contact details for three professional referees via email titled **"Accounts Officer"** to navig8_fiji@outlook.com by Friday, 04 September 2026. Only shortlisted candidates will be contacted.