



RESORT ACCOUNTANT

Kokomo Resort Pte Limited is seeking an experienced and motivated ACCOUNTANT, with Hospitality Accounting experience, to be based on the island. This is an Assistant Head of Department Level, reporting to the Director of Finance.

Duties & Responsibilities:

1. Audits and check reports but not limited to Revenues, Payables, Receivables & Payroll timesheets as well as oversees the procurement process.
2. Reviews and assists the senior management with financial awareness and implementation of strategies and efficiencies.
3. Handles daily petty cash transactions and reimbursement.
4. Understands and works with MEX purchasing and inventory systems or is willing to learn
5. Support procurement and stores team when team members go on days off to ensure no compromise in standards to the operation and guests
6. Review coding of invoices to correct GL Accounts and Cost centres.
7. Conduct monthly stocktakes and highlight discrepancies and solutions and/or training
8. Collaborate with operational departments and review costing sheets on various streams of operational revenue and potential opportunities
9. Ensure SOPs are being followed by operational departments and highlight any non-compliance issues and address as needed
10. Assist with preparing Preliminary Monthly P&L Reports
11. Assist and prepare documents, files and analysis, relating to Annual External Audits.
12. Assist with ad-hoc Projects Analysis, as and when required.
13. Any other tasks delegated by reporting line manager or senior management.

Qualifications & Attributes: Our ideal candidate will have the following:

- Degree or Higher Diploma in Accounting or Finance.
- Minimum 3 years Hospitality Accounting Experience (Preferable and highly regarded).
- Knowledge of Opera PMS/MICROS/ MEX Inventory Management (Preferable)
- Proficient in PC Applications-MS Office (Excel-Intermediate/Advanced level skills)
- Strong Analytical and numerical skills, with high attention to accuracy and detail.
- Excellent communication, interpersonal and business partnering skills.
- Ability to work independently and as part of the Finance team (Excellent Team player).
- Strong experience in dealing with internal and external stakeholders, at all levels.
- Commitment to delivering on deadlines, as per business needs.
- Highly motivated with a Can-Do approach and understand this is not a 9to5 role.
- Demonstrate ability for representing our Luxury Kokomo Brand.

Suitably qualified candidates with relevant experience, eager to join the Kokomo team, based on the island, please email your Cover Letter and CV/Resume hr@kokomoislandfiji.com by COB 28 August 2026.