

Vacancy No: 4/2026 - ACCOUNTS PAYABLE / ASSISTANT (SUVA)



Summary of Key Responsibilities / Accountabilities

- Raising Purchase Orders Posting Supplier Invoices
- Reconciling Supplier Accounts to Statements
- Verifying the Supporting Documents and Preparing Payment Vouchers, cheques for approval and signing
- Preparing and reconciling the intercompany payments
- Preparing the payments of statutory payments
- Assisting with month end process
- Supporting day to day finance and accounting operations.
- Complete ad hoc and specific tasks assigned by the accountant or Senior Management

Qualifications & Experience:

The candidate must be a **fresh accounting/ finance graduate or a final year student**. At least one year of experience in the similar role and working knowledge in accounting software would be an added advantage but not mandatory. Followings are required for this role.

- MS Office Skills (Excel, Word)
- Excellent organizational skills with ability to multi-tasks
- Good Attention to details
- Ability to act confidentiality and discretion
- Sound communication skills
- Willingness to learn and Can-do attitude

We are offering a competitive salary that aligns with or surpasses the average market rates; and a comprehensive on-the-job training (OJT) and opportunity for career advancement in a professional work environment under a qualified management team.

If you think you meet the above requirements, please send your application to saman@goldenocean.com.fj with your updated Curriculum Vitae.

**Group Chief Financial Officer
Golden Ocean Group of Companies,
33 Freestone Road,
Walu Bay, Suva, Fiji**

The Application closes on the 25th October 2026. Please note that all applications will not be acknowledged, and only shortlisted applicant will be contacted for an interview.

Golden Ocean is an Equal Opportunity Employer.