

# OPPORTUNITY TO JOIN FIJI TELEVISION LIMITED!

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Fiji Television, a subsidiary company of Fijian Holdings Limited and a listed company in the South Pacific Stock Exchange (SPX) is Fiji's premier television service provider, providing television services to the Fijian Communities with compelling content and related services.

## **FINANCE OFFICER – ACCOUNTS RECEIVABLE – FIJI TELEVISION LIMITED**

We are looking for an experience, passionate and motivated person to join our Finance and Administration department as Finance Officer – Accounts Receivable. The successful incumbent will be responsible and ensures that all accounting data is entered correctly, payment is received for all invoices raised and reconciles payments against invoices in accordance with the procedures. A key focus of the role is to assist in ensuring that the company received payments of goods.

### **Some of the key responsibilities of the role will include:**

- Undertake data entry into the accounting system – Accpac example. Receipts and payments, expenses, sales data.
- Provide reports, sales invoices – monthly, weekly reports etc.
- Maintain accounts receivable.
- Cash / Bank reconciliation.
- Prepare monthly bank reconciliation.
- Prepare daily cash reconciliation and banking.
- Monitor and report daily cash balances.
- Perform follow up calls to ensure invoices are received by clients.
- Become a trust worthy advisor to the customer.

### **To be considered, you must meet the following requirements:**

- Diploma or Degree in Business Administration or Accounting from a recognized tertiary institution.
- 3 or more years of successful experience working as a Finance Officer or similar role.
- Strong communication, presentation, writing and negotiating skills, ability to effectively represent Fiji Television (Fiji TV) to all levels of an organization, especially the executive level.
- Possesses a winning attitude, good judgment, team player with strong sense of integrity and ethics.
- Ability to plan, organize, prioritize, schedule, monitor and control work in short, medium and long-term target.

### **How to apply:**

Applications marked **“Finance Officer – Accounts Receivable”** to be sent to Human Resources, PO Box 2442, Government Buildings, Suva or email: [hr@fijitv.com.fj](mailto:hr@fijitv.com.fj) before 4pm on Friday, 12<sup>th</sup> of May, 2023.

Only shortlisted applicants who meet the desired requirements will be contacted.