

OPPORTUNITY TO JOIN FIJI TELEVISION LIMITED

Fiji Television Limited (Fiji TV) a subsidiary company of Fijian Holdings Limited (FHL), is a listed Media and Commercial Broadcasting Company in operation since 1994. Fiji TV is an established and trusted media brand with a diverse portfolio of both local and international content in News, Entertainment, Sports and much more. The Company's portfolio includes Fiji One, Channel 2 –Na Lololo, Pacific Services, In-House Production, Pactok and Fiji TV Stream.

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 – SAGE 300 ERP. E.g., Receipts entry, Client Invoicing, Credit Notes, etc., and ensure that Statements are Issued to Debtors in a timely manner.
- Maintain accurate Debtor records. Perform Debtor Account Reconciliations and ensure timely collection of all Debtor Accounts
- Follow-up & Utilize Collection Strategies to recover overdue funds.
- Maintain full ownership of the accounts receivable process with priority to minimizing debt collection risk, enhancing cash inflows, and achieve key KPIs.
- Become a trustworthy advisor to the customer.
- Liaise with third-party collection agencies when necessary.
- Prepare daily cash reconciliation and banking.
- Prepare weekly/ monthly cash/ bank reconciliation.
- Monitor and report daily cash balances.
- Should be proficient in Job Costings and Inventory costings. Ensure Variances are investigated and reconciled.
- Monthly stock-take of Inventory in line with Invoicing and Receiving.
- Assist in Internal and External Audits.

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.
- Prior experience in SAGE 300 ERP will be an advantage.
- 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 before 4pm on Friday, 16th of February, 2024.

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