



## We are hiring Finance Analyst - Nadi

At Wormald, we rely on a meticulous financial system to drive business forward. Our Finance department keeps that system running smoothly by managing cash influx. We're searching for a skilled financial specialist to join our accounts payables team to help process, track, and record payments in an accurate, efficient, and timely manner. The Finance Analyst will have both a day-to-day and ongoing impact on financial transactions, keeping us on track, on time, and on good terms with our valued partners.

### **Objectives of this Role**

Skilled finance analyst to be responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner. Ensure cash position is not affected with large payment

### **Responsibilities**

- Processing local and overseas payments in compliance with financial policies and procedures (delegation of authority)
- Performing day to day financial transactions, including verifying, classifying, computing and proper record keeping
- Invoice processing
- Understanding and processing of banks Telegraphic transfers.
- Verify discrepancies and resolve supplier billing issues
- Facilitate payment advise
- Ensure expense narrations are accurately captured.
- Ensure capex are correctly captured
- Ensure accruals are advised, and all expenses are allocated to correct departments
- Other finance duties allocated by Senior Finance leaders
- Processing of month end Journal entries.
- Ensure there are no audit issues

### **Skills**

- Proven working experience as accounts payable
- Solid understanding of basic bookkeeping and accounting payable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spread sheets
- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- BS degree in Finance, Accounting or Business Administration

### **Preferred Qualifications**

- Diploma in Finance/Accounting
- Strong mathematical skills
- Prior experience in accounts payables/ Finance Sector
- Experience in driving process improvement

Please submit your application and resume stating the qualifications and experience to the under-mentioned no later than **29<sup>th</sup> July 2022**.

### **“Vacancy- Finance Analyst”**

Manager Corporate Services and Human Resources

P. O BOX 1319

Suva

Or email to: [recruitment@wormaldfj.com](mailto:recruitment@wormaldfj.com)

Or

Drop off applications at 9 Aero town Mall Namaka Nadi Mon- Friday (9.00am-3.00pm).

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