



## **FINANCE SUPERVISOR**

Delivering legendary service, Neptune Pacific Agencies provides regular and reliable shipping services to Pacific Island importers and exporters under the Neptune and Pacific Forum Line brands. Our team is focused on providing customers with an efficient, responsive and professional service whilst embracing our core company values.

We are seeking a dynamic Finance Supervisor to join our Finance Department based in Suva.

This role will be supervising four direct reports, and provide support to the Finance Manager to ensure the efficient and ethical operations within our Finance Department are in line with the best practice policy framework of our organisation. In addition, this role will be providing support to our Tonga based Finance team.

### **The Key Responsibilities for this position are:**

- Update, analyse and submit monthly Overhead files
- Maintain Fixed Assets and Goodwill Amortisation registers
- Prepare monthly balance sheet reconciliation
- Prepare and lodge monthly VAT returns and quarterly Fringe Benefits Tax returns
- Monthly statutory payments for FPNP and PAYE
- Assist with Annual Budget preparation and submissions
- Compilation of expense details for tax returns
- Oversee Accounts Receivable and Accounts Payable functions
- Oversee Disbursement accounting functions
- Manage Cargowise - receipting / monthly downloads
- Facilitate weekly debtors reports and meetings (Tonga)
- Other duties as and when required

### **To be considered, applicants must have:**

- 3 – 4 years' experience in a similar role, with proven supervisory skills (shipping industry desired)
- Bachelor's degree in Finance, Account or related field
- Proficient in Microsoft Office with strong Excel (Advanced) skills
- Collaborative and cooperative team player
- LEAN knowledge (desired)

Please note that to be considered for this position you must hold the right to work and live in Fiji.

Applications should be emailed to the HR Advisor quoting "Finance Supervisor" by:

Email: [hr@neptunepacific.com](mailto:hr@neptunepacific.com) Closing Date: 18 August 2017