

## SCHEDULE 2

### POSITION DESCRIPTION

<b>Position</b>	Accountant- Plantation Island Resort
<b>Business Unit</b>	Raffe Hotels & Resorts – Head Office
<b>Department</b>	Finance
<b>Reports to</b>	Chief Financial Officer
<b>Head of Department</b>	Chief Financial Officer

### **OUR COMPANY**

Raffe Hotels & Resorts operates Fiji Gateway Hotel, Plantation Island Resort and Lomani Island Resort, offering a range of accommodation and hospitality products to both domestic and international guests.

Our company values of ***teamwork, respect, accountability, commitment and integrity*** underpin all activities and actions we take as a representative of the company.

### **HEAD OFFICE**

Our Head Office team is comprised of our Executive Team, Finance, Purchasing, Sales & Marketing, Central Reservations, IT and Human Resources. Our role is to support our 3 properties to achieve their individual business objectives and deliver programs and initiatives that maximise the strengths and opportunities we have as a collective group of hotels and resorts.

### **FINANCE**

The Finance department is responsible for planning, organizing, auditing, accounting for, reporting on and controlling the company’s financial resources. Functions of the Finance department include Purchasing, Payroll, Income Auditing, Cashiering, Accounts Receivable, Accounts Payable, Cost Controlling, legislative and regulatory compliance and preparation of financial statements and records.

### **POSITION PURPOSE**

The accountant is responsible for completing financial transactions, accounting and audit procedures for their allocated business unit, in compliance with company policy,

systems and procedures. These duties will include Accounts Payable, Accounts Receivable, Cashbook, Payroll, and assisting in preparation of monthly management accounts and final accounts.

Key Performance Indicators of this position are as follows:

*Accounts Payable:*

- AP age listing to be below 5% over 60 days
- Inter-company account to be balanced every month
- COD payment to be processed within 7 working days
- Overseas payments to be processed within 10 days of invoice receipt
- Books to be rolled over by 03<sup>rd</sup> of each month

*Accounts Receivable:*

- AR age listing to be below 5% over 90 days
- Books to be rolled over by 03<sup>rd</sup> of each month
- Customer billing submitted by 03<sup>rd</sup> of each month for overseas debtors
- Customer billing submitted by Tuesday of following week for local debtors

*Inventory Control*

- 100% accuracy of record of inventory receipt
- Books to be rolled over by 01<sup>st</sup> of each month

*Fixed Asset Register*

- Every request for a replacement of a Fixed Asset has a Fixed Asset Disposal Form attached
- Books to be rolled over by 03<sup>rd</sup> of each month

*Payroll*

- 100% accuracy in processing of weekly pay on Wednesday weekly (Tuesday/Thursday or Friday if Public Holiday)
- 100% accuracy in recording of sick leave and annual leave in personal files
- Pay-slips to reach properties before midday Thursday each week

*Cash Book*

- Bank Reconciliation to be completed every Thursday
- Monthly Bank Reconciliation to be completed by 03<sup>rd</sup> of each month

**KEY RESPONSIBILITIES**

**POSITION SPECIFIC**

*Accounts Payable*

- Receive receipted supplier invoices (inventory invoices)

- Post Service/adhoc Invoice, and overseas invoices
- Process payments as per company procedure  
*Accounts Receivable*
- Reconcile all Sales (Charge Credit Card/Cash) with PMS Report
- Bill and collect all charge and credit card sales as per company procedure

#### *Inventory Control*

- Postage of usage and month end stock take
- Create new inventory codes as per company procedure

#### *Banking Services*

- Verify all receipts and payments with Bank and prepare bank reconciliation

#### *Fixed Asset Register*

- Verification of Asset addition/disposal and update of FA Register
- Process monthly Depreciation as per company procedure

#### *Payroll*

- Print weekly timecards and send for approval
- Prepare and post timesheets
- Obtain required approvals and process weekly pay for banking before Thursday every week as per company procedure

#### *General*

- Assist Account Manager in preparation of Monthly Management Accounts
- Manage financial reporting requirements for Raffe Retail Accounts – P&L, BS, AR, AP, IC
- Complete Banking verifications
- Assist in Final Account Preparations
- Assist in External Audit and Financial Statements Preparation
- Assist in Monthly Stock-take and Audits
- Any other reasonable task as requested by your manager

### Our Customers

- Demonstrate our “Bula Spirit” in every interaction you have with a guest, genuinely showing our cheerful, friendly and caring spirit that displays the warm hospitality that Fiji is known for.
- Ensure all guests are greeted promptly.
- Provide a high level of customer service at all times, ensuring every customer feels listened to and respected.
- Promptly provide the service or assistance that the customer has requested.

- Promptly and proactively listen and respond to customer complaints, immediately escalating to your manager if required.
- Treat customers and their belongings with care, ensuring safety and security at all times.
- Maintain privacy and confidentiality of customer information at all times.

### Our People

- Treat colleagues with respect and empathy.
- Proactively communicate all key information needed for colleagues in your immediate team and the wider resort, to best meet our customers' needs and expectations.
- Proactively participate in team forums and discussions.
- Listen carefully to instructions, asking questions if more information is needed to clarify.
- Positively contribute to workplace culture.

### Financial

- Use and care for company resources and equipment carefully, following departmental and company policy and SOPs, including cleaning of and storage of tools and equipment.
- Use materials and products in accordance with standard recipes and measurements to minimise waste.
- Return all company items to their correct storage place following use.
- Promptly report any maintenance issues or breakage of company resources, tools and equipment to your manager.

### Business Improvement

- Proactively solicit guest feedback and escalate to your manager as required, to encourage focus on continual improvement.
- Positively respond to new initiatives and programs in the workplace aimed at improving our customer or employee experience.

### Compliance

- Perform all tasks in accordance with company policy, SOPs, training checklists and safe working practices.
- Work within Company rules at all times as outlined in your Contract of Employment and Staff Handbook.
- Wear personal protective equipment (PPE) as issued and applicable to tasks required of your position.
- Report all workplace incidents or accidents including near misses immediately to your manager and OHS Committee representative.

- Report all workplace hazards immediately to your manager and OHS Committee representative.
- Perform all tasks in accordance with all statutory and legal requirements, including but not limited to fire, occupational health and safety, food safety and hygiene, environmental, hazardous materials, employment and human rights.
- Promptly participate in all emergency evacuation drills and maintain current knowledge of emergency response and evacuation procedures as they relate to your position.
- Follow departmental and company procedures as required to minimise waste and environmental impact.

**KEY WORKING RELATIONSHIPS**

**INTERNAL**

Property Managers  
 Heads of Department  
 Finance Team – Head Office  
 Purchasing team  
 Head Office team  
 Finance teams – PIR and LIR

**EXTERNAL**

Suppliers – domestic & international  
 FRCS  
 Banks

**POSITION SPECIFICATION**

- Tertiary qualification in Finance or a related field is preferred
- 2 years’ experience working in a similar role in a resort or hotel is preferred
- Demonstrated knowledge of Accounts Receivable, Accounts Payable, Payroll and financial accounting practices required
- Proficiency in Microsoft Excel and preferably working knowledge of SAGE and Room-master
- Excellent communication skills, both written and verbal
- Accuracy in data entry and accounting practices

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I acknowledge that I have received this job description which forms part of my employment agreement as Schedule 2 and have had the opportunity to discuss any queries with my manager.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date