



RESERVE BANK OF FIJI



The **Reserve Bank of Fiji** is an Equal Employment Opportunity (EEO) Employer and promotes Quality Management through Teamwork (QMT) and related productivity concepts of continuous improvement, team building and customer focus. Our role is to regulate the issue of currency, and the supply availability and international exchange of money, promote monetary stability, promote a sound financial structure, foster credit and exchange conditions conducive to the orderly and balanced economic development of the country, regulate the insurance industry and to regulate the capital markets and securities industry.

We are seeking the services of an experienced individual who will be able to work as part of a dynamic team and invite applications for the following position.

PAYROLL OFFICER

CATEGORY 3A SALARY RANGE: \$ 27,539 - \$ 37,259

Ref. No: 24/13

This position reports directly to the Manager Accounting in the Currency & Corporate Services Group. The successful candidate will be required to comply strictly with control systems, operating procedures, statutory requirements, organisational policy and budgets. In addition, the successful candidate will be required to process routine transactions accurately and in a timely manner and ensure each transactions is correctly authorised and processed.

Candidates must at least possess a Diploma in Accounting or Finance or other related discipline/s with five (5) years' experience in providing payroll services. The successful candidate must be well versed in payroll processing, knowledge of payroll statutory requirements (PAYE, FNPF, and ERP) with the ability to maintain confidentiality. The candidate must able to work independently without supervision, have good communication skills, work under pressure and be proficient with MS Applications particularly MS Excel. Experience in Pay Global would be an added advantage.

GENERAL INFORMATION

Applications must be submitted using the Reserve Bank online application form which is available on our website, <https://www.rbf.gov.fj/careers/>.

For further information, please contact Mr Sharoon Shah, Acting Manager Human Resources on telephone 3223423 or email sharoon@rbf.gov.fj

Hardcopy applications will not be accepted.

Applications close on Friday, 28 June 2024 at 5:00pm.

Due to the large number of applications received for our vacancies, only successful candidates will be contacted for an interview. We appreciate the time invested in all submitted applications.