

Altitude Group consists of three major sub-companies that provide HVAC, refrigeration, and commercial kitchen equipment solutions. With its head office in Nadi, the group also operates branches and workshops in Suva and Australia, servicing clients across the South Pacific. We take pride in hiring skilled local professionals and are committed to providing equal opportunities to all individuals, fostering a workplace built on respect, diversity, and growth.

Assistant Accountant

Nadi Based

The Assistant Accountant will be responsible for providing day-to-day accounting and financial support to the Finance Department. The role involves maintaining accurate financial records, processing invoices and payments, assisting with reconciliations, supporting month-end reporting, and ensuring compliance with company financial policies and statutory requirements. The ideal candidate must be detail-oriented, organised, and able to work closely with the Management Accountant and Finance Team to support smooth financial operations. **The role is based at the Nadi Head Office.**

Key Responsibilities:-

- **Financial Accounting**

Process supplier invoices, receipts, journals, payments, and daily financial transactions accurately.

- **Reconciliations**

Assist with bank, supplier, customer, LPO, claim, and project-related reconciliations.

- **General Ledger & Records**

Prepare and maintain general ledger accounts, fixed asset registers, and accurate finance records.

- **Project Finance Support**

Assist with project-related accounts receivable and payable, including client invoicing and project cash flow reporting.

- **Month-End & Year-End Support**

Assist in preparing month-end and year-end financial reports, including financial analysis and variance analysis.

- **Reporting**

Support the Management Accountant with monthly management reports, budgets, cash flow reports, and other reports required by Management.

- **Compliance**

Ensure compliance with company financial policies, statutory requirements, VAT, PAYE, and other relevant financial regulations.

- **Administrative Support**

Maintain finance filing systems, prepare finance-related correspondence, and provide support to other departments when required.

Requirements:

- Knowledge of accounting principles and financial processes.
- Strong attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Good analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High level of integrity and ethical behaviour.
- Ability to liaise with non-finance departments and provide financial support when needed.
- Willingness to learn, take responsibility, and support the wider Finance Team.

Qualifications:

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum 2-3 years' experience in a similar accounting or finance role.
- Graduates with relevant internship experience may also be considered.
- Proficiency in Microsoft Office, especially Microsoft Excel.
- Experience using accounting software such as MYOB, Xero, Zoho Books, QuickBooks, SAP, or similar.
- Advanced Excel skills such as pivot tables, VLOOKUP, and data analysis would be an advantage.
- Experience in a mechanical service, commercial, or construction-related environment would be an advantage.
- Working towards CPA, CA, or an equivalent professional qualification would be desirable.

Working Conditions:

- The role involves working closely with the Management Accountant, Finance Manager, and other departments.
- • The position requires accuracy, confidentiality, and the ability to meet reporting deadlines.
- • Flexible working hours may be required during month-end, year-end, audits, or urgent reporting periods.

Send us your application with an updated CV and work portfolio addressed to the HR Officer on email: **recruitment@altituderefrigeration.com.fj**

Please include the position you are applying for in the subject line.

Applications close on 12th July 2026