

VACANCY: ACCOUNTANT GRADE I

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from suitable candidates fulfilling the eligibility criteria to fill present vacancy of **Accountant Grade I on Contractual basis**. The eligibility parameters are as under ::

SN	Parameter	Requirement
1.	Qualification	Certificate or Diploma or Degree in Accounting, Commerce, Economics, Management, Business, Banking or Finance.
2.	Experience	At least -7- (seven) years of work experience with minimum experience of -5- (Five) years in a Bank.
3.	Key Responsibility Areas	<p>Accountant is an important position in the Supervisory team and provides wide role encompassing among the other areas, the following job responsibilities and functions to be performed under the direction of Manager/Deputy Manager/ Assistant Manager and Territorial Management Team:</p> <ol style="list-style-type: none"> 1. Supervise and control or to assist in the supervision and control of the operations of the Branch, including housekeeping functions. 2. To actively involve and meaningfully assist the Manager/Deputy Manager/ Assistant Manager in the development of business and maintenance of liaison with customers. 3. To ensure timely submission of statements/returns and supervision of Overall operations. 4. To assist in the performance review (staff appraisals) and execution of job rotation and training of the staff in consultation with the Manager/Deputy Manager/ Assistant Manager. 5. To maintain high standard of customer service. 6. To take necessary steps to ensure compliance of various guidelines/rules/regulations at Branch/Office. 7. To assist in Closing and Audit related activities. 8. Any other duties/role/responsibility that may be assigned by the Bank from time to time.
3.	Key Skills & Abilities (Preferable)	<ol style="list-style-type: none"> 1. Excellent analyzing, planning and organizing skills. 2. Demonstrate active learning skills, effective communication skills (oral & written) and ability to deliver customer satisfaction while adhering to Bank guidelines, procedures and standards. 3. Marketing and selling skills. 4. Good understanding of financial standards, Tax regulations and Local laws & Regulations. 5. Strong customer orientation, high attention to details and work with due diligence. 6. Proficient in MS Office (Word & Excel) 7. Be self-motivated, have learning agility and possess Career progression oriented perspective. 8. Ability to lead a team, have strong inter-personal skills and ability to adhere to timelines

SELECTION PROCESS

Candidate should be Fiji citizen. Short listed candidates meeting the above criteria will be contacted

SALARY AND BENEFITS

The Bank offers one of the best compensation in the industry. The salary and other benefits will be as applicable to Accountant (Grade I) at present.

APPLICATION PROCESS

Interested candidates may submit their applications in prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website www.bankofbaroda-fiji.com.

Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/ details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) Two (-2-) Passport sized photographs (8) Two (-2-) Professional references.

Applications must be addressed to:

**The Chief Executive
Bank of Baroda (Fiji Operations)
86-88 Marks Street
2nd Floor, Bank of Baroda Building,
P.O Box 57
SUVA**

Last Date of receiving application: Monday 24-04-2023 at 4.00 p.m. Applications received after last date will not be considered.