



AGRICULTURAL MARKETING AUTHORITY

Marketing For A Sustainable Rural Economy

WE'RE HIRING – ACCOUNTS PAYABLE OFFICER

The Agricultural Marketing Authority (AMA) invites applications from suitably qualified candidates for the position of Accounts Payable Officer based at its Head Office in Nausori.

Vacancy No.: 05/2026

Location: Nausori

Salary: Competitive (based on experience & qualifications)

Closing Date: 24th May 2026

Role Summary:

The successful candidate will be responsible for processing invoices and supplier payments, performing reconciliations, ensuring timely statutory payments, and maintaining accurate financial records in compliance with established policies and procedures.

Requirements:

- Qualification in Accounting/Finance
- 2–3 years' relevant experience
- Proficiency in MYOB, LINKSOFT, and Microsoft Excel
- Strong attention to detail and ability to meet deadlines

Applications:

Submit your application letter, CV, and certified copies of qualifications to:

✉ vacancy@ama.com.fj

For a detailed Job Description, contact:

✉ sandhaya.singh@ama.com.fj

Only shortlisted candidates will be contacted.