



Central Share Registry
Depository for your Wealth

**WE ARE
HIRING**

About Us

The South Pacific Stock Exchange (SPX) is the only Securities Exchange operating in Fiji and is licensed and regulated by the Reserve Bank of Fiji. The SPX facilitates mobilisation of funds through capital raising in the primary market and provides an effective, fair and transparent platform for the trading of securities in the secondary market. Through its subsidiary, Central Share Registry Pte Limited (CSRL), SPX also handles all the registry matters for most of the listed entities as well as some unlisted companies.

Positions Required

We are currently looking for highly motivated individuals to fill the position of an **Accounts Officer** and a **Registry Officer**.

The successful applicant for the Accounts Officer role will be responsible for:

- ✕ Preparing management accounts
- ✕ Conducting bank reconciliations
- ✕ Facilitating receipts and payments
- ✕ Preparing year end VAT returns
- ✕ Assisting the Financial Accountant with annual financial audit

Minimum Requirement

The successful applicant shall:

- ✕ Possess a Degree in Accounting, Business Administration and/or any other related areas
- ✕ Be flexible and stress resistant and have effective communication and interpersonal skills

The successful applicant for the Registry Officer role will be responsible for:

- ✕ Providing general registry services to clients
- ✕ Maintenance of share register in registry software
- ✕ Processing of share transfers and carrying out client distributions
- ✕ Management of unclaimed dividends
- ✕ Responding to queries raised by securityholders, stockbrokers or registry clients
- ✕ Facilitating corporate actions for client companies

Minimum Requirement

The successful applicant shall:

- ✕ Possess a Degree in Accounting, Business Administration and/or any other related areas
- ✕ Be flexible and stress resistant and have effective communication and interpersonal skills

A good working knowledge of Fiji's Capital Market would be an added advantage for both positions.

How to Apply

Applications for the above positions clearly marked either as "Accounts Officer Vacancy" or "Registry Officer Vacancy" together with detailed curriculum vitae, academic transcripts and references shall be e-mailed to vacancies@spx.com.fj

Applications must be received no later than 5pm on Wednesday, 24th November 2021

"SPX IS AN EQUAL OPPORTUNITY EMPLOYER"