



Priya Singh -CPA

Finance Manager

CONTACT

 **Address**
Suva, Fiji Islands

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+6797014739

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SKILLS

- Software Proficiency: Accounting software
- Accounting Practices
- Analytical Abilities
- Compliance Knowledge
- Organizational Skills
- Problem Solving
- Leadership and team management

LANGUAGES

English
Hindi

HOBBIES

- Gardening
- Swimming

PROFILE

Highly motivated professional with over fifteen years of experience in financial management and payroll. Extensive knowledge in automated and computerized financial management systems. Proven track record of driving competitive market share expansion and supporting corporations in achieving their goals. Possesses a comprehensive understanding of accounting and financial planning.

PROFESSIONAL EXPERIENCE

Head of Payroll, Digicel Pacific, Suva

May 2017 – Present

- Coordinating and managing overall Payroll operation for over 3000 employees across Digicel Pacific markets across jurisdictions Fiji/ Samoa/ Vanuatu/ Tonga/Nauru/PNG/Australia/New Zealand and Singapore
- Overseeing financial management of remuneration costs for Pacific market operations. Responsible for payroll accounting treatments to ensure compliance with IFRS standards for remuneration-related transactions, including adherence to the accrual basis of accounting and applying appropriate discounting methods for provisions, such as long service leave (LSL). Ensuring all costs related to Pacific operations are accurately recorded in the accounting books for the month.
- Responsible for overseeing the reconciliation of balance sheet items related to payroll across Pacific operations, ensuring accuracy and the maintenance of proper supporting documents.
- Responsible for providing justification for movements in profit and loss (P&L) related to remuneration costs, analyzing variances against the budget, and supplying adequate documentation to substantiate high costs.
- Preparation and coordination of Financial Year remuneration Budget with market CEO and CFO.
- Preparation and Presentation of Financial Year end Bonus file and salary increment file to regional CEO.
- System administrator for Pacific payroll system Payglobal, smart payroll, net payroll and Just login system.
- Bank signatory for all Pacific Markets
- Managing a payroll team consisting of five employees.
- Ensuring the timely submission of all tax compliance requirements across jurisdictions in Pacific operations to avoid penalties, including payroll tax submissions for each state.
- Ensuring compliance and supporting seamless audits across Pacific markets, with a focus on payroll costs, accounting treatments, IFRS compliance, statutory taxes, as well as adherence to company policies and procedures.
- Designed and implemented a comprehensive payroll training program to enhance employees' understanding of payroll policies and procedures, accounting treatments, and tax compliance across all jurisdictions under the Shared Services Pacific operations.
- Collaborated with cross-functional teams to identify and address business challenges, leading to enhanced efficiency and significant cost savings.
- Providing support to the HR team on cost treatments and gross-up calculations for expatriate pay. Offering guidance to the compliance team regarding the appropriate tax rules for each jurisdiction.

Finance Manager, DXC Eclipse Pty Ltd, Suva

July 2011- April 2017

- Prepare and submit monthly financial results and budget reports, along with key performance analyses of the Pacific office, for review by executives and the financial controller to aid in decision-making processes.
- Collaborating with auditors to ensure audits are conducted promptly and financial statements are prepared and lodged within the company's established timeframes.
- Conduct detailed account analyses and manage corporate month-end processing and reporting activities.
- Maintain the chart of accounts while ensuring compliance with IFRS
- Review the monthly Business Activity Statements (BAS) and ensure thorough examination of all monthly balance sheet reconciliations.
- Managing the UXC Eclipse bank account and overseeing all financial transactions. Review of monthly bank reconciliations and cash flow statements in strict adherence to company policies.
- Ensuring expenses are controlled and remain within budget while implementing adequate control policies over expenditures. Additionally, overseeing that all vouchering, receipting, and approval processes are conducted in compliance with company policies.
- Coordinate with the corporate office and local brokers on various contractual and operational matters, including company insurance policies, renewal of tenancy agreements, employment contracts, supplier and service provider contracts, and audit-related issues, while ensuring all requirements and compliance standards are effectively met.
- Delivering the annual board presentation on company accounts and audit analysis. Spearheading the improvement of existing processes and the streamlining of policies to enhance efficiency and compliance.

Finance Officer, DXC Eclipse Pty Ltd, Suva

April 2009 – June 2011.

- Ensured timely posting of all transactions into financial software.
- Prepared weekly and monthly payrolls, along with related PAYG, FBT, payroll tax, and annual returns, including company tax certificates.
- Preparation of Bank reconciliation and Cash flow on monthly basis
- Determined appropriate depreciation rates for capital assets.
- Produced monthly management accounts and conducted general ledger reconciliations
- Managed payments to both local and overseas suppliers.
- Established and maintained relationships with banks and other financial institutions.
- Prepared reports required by regulatory agencies and coordinated audits of company accounts
- Reviewed supplier contracts and provided constructive feedback.
- Maintained human resource files and other third-party contracts.
- Filed and organized all vouchers and receipts with necessary approvals.
- Reported to the Finance Manager regarding financial matters and approvals.

EDUCATION

- Certified Public Accountant, 2026, from CPA Australia.
- Bachelor of commerce- Accounting and Economics, Fiji National University Suva
December 2010 to December 2015

Technical Skill

- Certified consultant and user for Payglobal system.
- Proficient in using MS Dynamic Navision and Great Plains software.
- Sunsystem- Accounting System
- Competent in Smart Payroll, Net Payroll and success factor systems.

References

- Bhavisha Lal from Digicel Email: bhavisha.lal@digicelpacific.com
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- David Maligin: david.maligin@digicelpacific.com: Phone +6797016937
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