

POSITION DESCRIPTION

Port Moresby Chamber of Commerce & Industry Inc.

AM25000133 - Accounts Supervisor

Port Moresby Chamber of Commerce & Industry Inc. (POMCCI) is an influential industry body comprised of the largest member-based alliance of leading organizations across Papua New Guinea's capital city.

POMCCI is inviting qualified and experienced professional for the supervisory position based in Port Moresby.

ACCOUNTS SUPERVISOR

Reporting to Executive Officer or Treasurer, the Accounts Supervisor will be responsible for overseeing day-to-day accounting operations, financial reporting, and regulatory compliance. Additionally, the role is responsible in supporting strategic financial management and internal controls while delivering accurate and timely financial information to management and the Board.

Key Responsibilities:

- Oversee all financial operations, including billing, accounts receivable (A/R), accounts payable (A/P), general ledger (GL), cost accounting, and revenue recognition
- Prepare timely and accurate monthly, quarterly, and annual financial statements and reports
- Manage the preparation and analysis of budgets, forecasts, and financial plans
- Reconcile accounts and ensure completeness and accuracy of financial records
- Provide regular updates on cash flow, variances, and financial performance to the Executive Officer and Treasurer
- Ensure compliance with financial regulations and tax requirements, including submissions to the Internal Revenue Commission (IRC) and the Investment Promotion Authority (IPA)
- Manage and prepare tax filings and statutory returns in line with PNG law
- Coordinate annual audits and liaise with external auditors to facilitate smooth review processes
- Maintain up-to-date knowledge of accounting standards, changes in tax law, and industry best practices
- Develop and implement internal control systems to safeguard financial assets and prevent fraud or misappropriation
- Review, update, and enforce accounting policies and procedures to ensure consistency, transparency, and integrity
- Provide guidance on financial risk management and recommend mitigation measures where appropriate
- Provide accounting support to membership services, including invoicing and receipting of member dues
- Assist in tracking financial performance of projects, events, or donor-funded programs
- Collaborate with the Membership Officer and Operations team to streamline accounting-related tasks
- Maintain and oversee the use of accounting software (e.g. Reckon / QuickBooks) and ensure accurate data entry and system integrity
- Support transition to improved digital tools or systems (e.g. Member Wizard integrations)
- Maintain orderly and complete financial records, both physical and electronic.

Qualifications & Experience:

- Do you have Post graduate qualifications? If yes, provide details
- Do you have a Bachelor's degree in Accounting, Finance or related fields? If yes, provide details
- Are you a Certified Practicing Accountant (CPA PNG) or equivalent? If yes, provide details
- Do you have a minimum of 5 years accounting and finance experience, in a supervisory or senior accountant role? Please provide details
- Do you have experience with full-cycle accounting, including preparation of financial statements and budget reports? If yes, provide details
- Share your experience in using the accounting software Reckon, QuickBooks, or similar platforms?
- Are you familiar with the accounting principles, financial procedures, and regulatory compliance in PNG?

- Share your experience in the month-end and year-end close processes?

This position is open to PNG citizens only.

APPLY NOW

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit together with your updated CV, including details of three (3) referees with current contact details and certified copies of qualifications by email to jobs@vanguard.com.pg

For more information, call (+675) 7500 7500.

Applications close at 5pm on Friday, 25th April 2025

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.