

POSITION DESCRIPTION

Baptist Union of Papua New Guinea

AM25000158 - Senior Accountant

The **Baptist Union of Papua New Guinea (BUPNG)** is a faith-based NGO serving the people of Papua New Guinea, in both urban and rural communities for over 60 years.

BUPNG's vision is to transform the lives of people in Papua New Guinea through their relationships with God, one another and their environment, thus facilitating the Spiritual, Physical, Social, Economic and Environmental well-being of the people in their locality.

BUPNG is seeking qualified and experienced individuals who are keen to build a career in a significant faith-based organization. This position is based at the Head Office in Mt. Hagen.

SENIOR ACCOUNTANT

Reporting to Senior Operations Manager (SOM), the Senior Accountant will provide leadership and oversight of the organisation's entire financial function including CPP Program Finance, Health Finance, Education Finance, and Administrative Finance. Also, ensure compliance, accountability, and accuracy across all financial systems and work closely with program managers and the SOM to support informed decision-making and donor reporting.

Key Responsibilities:

- Oversee financial operations across BUPNG's departments: CPP Program, Health, Education, and Administration
- Maintain effective financial policies, systems, and procedures for the organisation
- Prepare accurate and timely monthly management and board-level financial reports
- Submit quarterly GST returns and ensure statutory compliance with IRC, Nasfund and other regulatory bodies
- Supervise the finance and payroll officer to ensure timely payroll processing and deduction submissions
- Ensure all bank reconciliations, cash flow forecasts, and financial records are up to date and accurate
- Lead the improvement of procurement, payment processing, and acquittal procedures
- Support and train finance staff in internal systems, budget management, and reporting
- Assist in audit preparation and implementation of audit recommendations.

Skills and Qualification:

- Do you have a Bachelor's degree in Accounting, Finance, or a related field? If yes, provide details
- Are you a Certified Practising Accountant (CPA Member)? If yes, provide details
- Do you have a minimum 5 years' experience in accounting, with a focus on financial management in a nonprofit or donor-funded environment? Provide details
- Share your experience in using Xero and QuickBooks accounting software, MS Excel and other Microsoft Office tools.
- What is your understanding of payroll processing, compliance, and budgeting processes?
- Share your experience working with diverse teams and under pressure.

The salary package for this position includes generous rent and utilities allowances.

This position is open to PNG citizens only.

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit by email to jobs@vanguard.com.pg with the following documents: updated CV in word or PDF, copies of qualifications and contact details of 3 current professional referees.

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

Applications close at 5pm on Friday, 13th June 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.