

POSITION DESCRIPTION

AM4063 - Finance Manager

Finance Manager

Our client, an internationally acclaimed Tourist Attraction in PNG seeks a highly competent, enthusiastic person to be appointed to the position of **Finance Manager**.

The successful incumbent will lead our Finance team to manage the complete finance function of the organisation.

Key Responsibilities:

- Manage all Accounting and Financial functions of the business of General Ledger reconciliations, Accounts Payable and receivable, Payroll, Sponsorships
- Oversee the maintenance of the fixed assets register
- Assist where required with preparation of board reports
- Manage commercial contracts and outcomes
- Take responsibility for both the internal and external audit processes, inclusive of annual requirements
- Manage the business insurance plans and employee health care coverage
- Oversee and monitor all banking and cash flows activities for the business
- Ensure timely payment and reconciliation of all government and statutory taxes and levies including payments and reconciliations
- Oversee preparation of year end financials and statutory annual returns.

Expected Competencies:

- Bachelor in Accounting or relevant field with PNG CPA or CA
- Minimum of 5+ years experience in a similar role
- Hands-on experience with MYOB and Excel essential, preferably also MYOB Premier, Attaché and the full MS Office suite
- Excellent understanding of accounting principles and their application, plus superior numerical ability
- Excellent understanding of regulatory compliance requirements including Auditing, Taxation, GST, Sponsorship & charity funds
- Strong Financial Management ability, analysis and interpersonal skills
- Very strong communication skills (oral, written & listening)
- Excellent problem-solving, troubleshooting and decision-making skills
- Superior time management, multi-tasking ability with attention to detail
- Must be absolutely reliable and trustworthy.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, call us on 7500 7500 or email recruitment@vanguard.com.pg

Applications close on Friday 25th June 2021

Only shortlisted candidates will be contacted

To apply for this position:

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

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview