

POSITION DESCRIPTION

Purewater

AM5003 - Accounts Manager

Purewater is a PNG incorporated business that has operated continuously since 1996 and is regarded as the Country's leading supplier of premium quality bottled drinking water.

Purewater is seeking applications from exceptional candidates for the position of:

ACCOUNTS MANAGER

The position is Port Moresby based and will be reporting to the Managing Director. The Accounts Manager manages all aspects of Purewater's accounting and financial affairs. The role is very hands-on and involves supervising a small team. The incumbent is a crucial member of Purewater's management team and is expected to play a key role in determining the company strategy including filling of Company Secretary role by participating in Board meetings and ensures the company complies with its statutory obligations.

Key Responsibilities:

- Supervise the day-to-day activities of the company's accounts team
- Manage company bank accounts, including electronic banking facilities
- Supervise the preparation of company payroll
- Manage IRC tax compliance, including GST and SWT returns
- Prepare monthly management accounts for distribution to Board members
- Prepare period financial reports for presentation to company financiers
- Coordinate annual financial statutory reporting to IPA and IRC
- Liaise with the company's insurance brokers for insurance renewals and claims
- Provide mentoring to junior accounting staff
- Represent the company at industry events
- Attend to other duties assigned by the General Manager.

Expected Competencies:

- Degree (or similar) from a recognized tertiary education facility
- Full current CPA membership preferred
- Not less than 5 years work experience with a private sector SME
- Demonstrable high level spreadsheeting and financial analysis skills
- Prior experience working with QuickBooks or Zero
- Ability to regularly visit the company's Lae branch.

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

Applications close COB Friday 24th September 2021

Only short-listed applicants 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