

POSITION DESCRIPTION

High Arctic Energy Services Ltd

AM5005 - Finance Manager

High Arctic Energy Services (High Arctic) provides drilling and specialized well completion services, equipment rentals and complimentary services to the oil and gas industry. High Arctic has significant operations in Papua New Guinea where we provide drilling and specialized well completion services and supplies rig matting, camps and drilling support equipment on a rental basis.

High Arctic has notably become one of the most active drilling and workover service providers in Papua New Guinea's oil industry. In addition to operating two heli-portable drilling rigs, High Arctic owns and operates the *only* heli-portable hydraulic workover rig in the region. Other service offerings include our large fleet of support equipment, including cranes, trucks, forklifts, pumps, light towers, and rig matting. High Arctic is the authorized distributor for Dura-Base® Composite Mat Systems.

High Arctic is seeking an exceptional professional to fill this vital role:

FINANCE MANAGER

The Finance Manager is responsible for overseeing all aspects relating to financial activities and reporting for both its PNG and Singapore legal entities having operations in PNG.

The position reports to the Global Controller, based in Calgary, Canada, and secondary report to VP PNG Operations, based in Brisbane, Australia.

Key Responsibilities:

- Oversee internal and external financial reporting functions of the PNG and Singapore subsidiaries
- Prepare annual income tax returns, liaise with external tax agent and be the key finance contact for with the external auditing firm
- Assist as required with annual budget and forecast preparations and prepare monthly variance analysis
- Represent the Finance department reviewing of all PNG contracts and financial commitments
- Coordination of cashflow management with Corporate Controller and CFO
- Month end accounting responsibilities include; tax effect calculations, property leases, management bonus, intercompany loan and clear month end GL reconciliations
- Effectively communicate in a concise and timely manner with senior management located in foreign locations
- Foster a positive business environment prioritizing teamwork and collaborative decision making
- Conduct monthly reviews with business leaders in PNG/Sing/Aus operations
- Oversee payroll processing and payments
- Maintain sound, effective internal controls over financial reporting
- Take the initiative to establish relationships with industry groups, companies and business professionals (legal, accounting, tax, government, banking, oil & gas industry partners)
- Keep current on issues impacting High Arctic's operations in PNG and Singapore
- Demonstrate leadership in managing, training and developed accounting staff based in PNG

Expected Competencies

- Tertiary qualification in Finance / Accounting with CPA accreditation
- Minimum 5 years working in a similar role
- Petroleum services industry experience in a public company environment preferred
- Multi-national corporation experience processing international transactions preferred

- Knowledge of IFRS, US GAAP, CSOX and testing internal controls
- ERP system with knowledge of Microsoft Navision preferred
- Strong business acumen and experience working for a public traded company considered an asset
- Self-motivated, with strong organizational skills operating in a fast-paced environment
- Ability to work under pressure and achieve goals and reporting deadlines
- Ability to maintain confidentiality with propriety information within scope of role

Our client offers genuine career opportunity and competitive salary for this challenging position.

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 15th October 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