

POSITION DESCRIPTION

AM5038 - Finance Manager

Our client, is a dynamic Papua New Guinea-owned company, providing end-to-end solutions to a diverse range of clients.

Reporting to the Managing Director, this position is responsible for ensuring all financial processing, reporting and budgeting requirements are met.

Key Responsibilities:

- Understanding all financial processing, reporting and budgeting requirements of the company's Service Agreements and managing the Finance Team to ensure these responsibilities are met
- Establishing and maintaining effective external working relationships with key officers of clients
- Control the collection and reconciliation of incomings / outgoings
- Direct oversight and management of the budget process
- Perform monthly reconciliation of all accounts ensuring tight deadlines are met
- Perform monthly audits as required
- Responsible for all fixed asset data and the preparation for all related schedules and records to for management purposes
- Liaise and assist External Auditors with audit management queries
- All month end reporting and statutory reporting.

Expected Competencies:

- Bachelor's Degree in Finance or Accounting with CPA qualification desirable
- 10 years' experience in management and financial accounting roles
- Demonstrated management experience leading and managing a finance team
- Demonstrated high level project management and business planning skills
- Demonstrated skills in stakeholder engagement and management
- Excellent Microsoft Office knowledge, especially relating to advanced excel skills
- Excellent verbal and written communication skills with ability to communicate and present at all levels to Management, Board and external Stakeholders
- Be a Team player with strong Leadership skills and demonstrated ability to coach and mentor direct reports and create a collaborative work environment
- Ability to meet deadlines and work under pressure
- Strategic thinker who can consider the bigger picture.

This position is open to PNG Citizen only

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 (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close on Friday 4th February 2022

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