

POSITION DESCRIPTION

Baptist Union of Papua New Guinea

AM5081 - Finance Manager

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 32 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 a qualified, experienced accountant who is motivated to join a dynamic faith-based Management Team at BUPNG head office based in Mt Hagen.

FINANCE MANAGER

Reporting to the General Director, the Finance Manager is responsible for the financial management and functions across BUPNG operations. These include management reporting, Board reporting, organisational budgeting & monitoring, project budgeting & monitoring, financial reporting, oversight of day-to-day financial transactions and control procedures, submissions to tax and other regulatory authorities, supervise work of finance & payroll officer, operation and maintenance of accounting systems.

Key Responsibilities:

- Maintain financial processes and systems of BUPNG and develop new/improved processes & procedures as required
- Work cooperatively with BUPNG leadership, donor organisations and 3rd party consultants to strengthen financial systems
- Provide oversight, training, and day to day support of finance officer and payroll officer
- Provide guidance to BUPNG managers in relation to financial systems and procedures
- Manage and improve controls of Procurement and Payment processes and procedures
- Manage Cash Advances and Acquittals
- Manage cash flows and ensure timely Bank reconciliations
- Prepare accurate and timely monthly Management and Board financial reports
- Oversees proper processing & accuracy of fortnightly payroll, timely submission of Nasfund, SWT and other deductions
- Manage cash positions and maintain cash forecasts
- Prepare quarterly GST returns for approval for lodgment to IRC
- Prepare annual organizational budgets, monitor budgets vs actuals
- Maintain the integrity of accounting information
- Operate and maintain the XERO accounting system.

Expected Competencies:

- Accounting qualification with minimum 5 years financial management experience
- Willingness to learn Xero financial management software system
- Able to work to deadlines, with a "can do" attitude and strong attention to detail
- Able to work both independently and within group structures
- Shows initiative and leadership in the improvements of processes
- High standards of accountability and transparency
- Understanding of Christian principles in development, appreciation of BUPNG's mission, vision and values
- Demonstrated written English communication skills
- Intermediate to Advanced MS Office skills.

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

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

Applications close COB Friday 1st April 2022

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