

POSITION DESCRIPTION

National Fisheries Authority

AM6032 - Financial Controller

The **National Fisheries Authority (NFA)** is a non-commercial Statutory Authority established under the Fisheries Management Act 1998 on 1st January 2001.

NFA is responsible for the sustainable management and facilitation of fisheries resources development in Papua New Guinea with an aim to maximise economic benefits to the stakeholders.

The Authority is inviting **exceptional candidates** to apply for this Executive Management position:

FINANCIAL CONTROLLER

The Financial Controller (FC) is responsible for the operation of the NFA Budget and Finance function and associated programs, projects activities and outputs. The FC will be the main contact point for quality assurance and efficiency in the overall management of NFA financial systems with particular regard to the collection of state revenues and the management of autonomous internal financial systems for expense management and organizational performance within budget. The FC will be responsible for providing appropriate financial information to the management and for the operation of a robust and transparent system for the efficient operation of NFA internal financial systems. The FC will prepare financial accounts for NFA's annual audit, including the National Fisheries College accounts, designated NFA reserves and project funds.

Key Responsibilities:

- Manage the annual budget planning process in NFA
- Prepare monthly and annual financial statements/management accounts
- Carry out a monthly review with all managers of expenditure and revenue
- Ensure that appropriate financial policies and procedures are in place complied with and implemented
- Ensure that NFA's investment portfolio with statutory financial institutions is managed to provide maximum returns with negligible risk
- Prepare accounts for annual audit; liaise with appointed auditors and the Auditor general to ensure timely completion of the audit process
- Maintain project accounts in accordance with donor requirements and prepare periodic reports as required
- Maintain and update an asset register
- Oversee arrangements for insurance of NFA assets, including medical insurance and personal accident cover where appropriate
- Provide financial endorsement of accounts payable
- Undertake, with relevant managers, a quarterly review of accounts payable
- Oversee payroll preparation, and monitor expenditure in sensitive areas (telephones, fuel)
- Act as secretary to the NFA tenders' board.

Expected Competencies:

- Bachelor's degree in Finance, Accounting, Business Administration or a related Finance discipline. Post-graduate qualifications are desirable
- 5 - 8 years of relevant industry experience in financial services and/or accounting within a statutory or government, large corporate, private or semi-private organization
- Certified Practicing Accountant (CPA) or at Associate level, with an excellent working knowledge of GAAP and IFRS
- Demonstrated experience in Microsoft Dynamics and MYOB accounting software or similar accounting software

- Good understanding of the Fisheries Management Act 1998 and government objectives and policies including the public services General Orders and Public Finance Management Act (PFMA) and regulatory requirements governing the sector
- Good understanding of NFA's statutory responsibilities, financial and administrative processes, and lines of accountability to the government.

An attractive remuneration package commensurate with qualifications and experience is on offer for the right candidate.

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.

A full Position Description is available for each position and can be requested from our office. Applicants are encouraged to obtain this prior to applying.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 19th August 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