

POSITION DESCRIPTION

Curtain Brothers

AM6094 - Divisional Accountant

The **Curtain Bros Group** is one of PNG's largest contracting companies, specializing in commercial construction, marine construction, ship repair, civil contracting and general contracting. Our workforce consists of over 1,000 employees working on various project sites in NCD.

Curtain Bros Group is inviting **exceptional candidates** to apply for this vital role:

DIVISIONAL ACCOUNTANT

Reporting to the Financial Controller, the successful candidate will focus on Dockyard and Shipping Divisions.

Key Responsibilities:

- Monthly close of accounts - P&L, balance sheet reconciliations
- Analyse job cost information, prepare job cost reports
- Ensure proper accounting process and controls are maintained
- Prepare budgets in liaison with operational management
- Monitor results against budgets and explain the variances
- Assist with job costings providing analysis for costing assumptions
- Daily bank reconciliations and cashflow forecasts in conjunction with management
- Analyse revenue and expenditure trends, identify areas of variance
- Prepare monthly tax returns and assist with annual returns
- Maintain integrity of accounting systems
- Organized electronic filing of all documents
- Coaching of small team Marine Services - Grad Accountant / AR / AP
- Oversee accounts receivable and involvement in collection process
- Ensuring proper procurement to pay processes are in place
- Ensuring proper inventory processes are in place.

Expected Competencies:

- Tertiary qualifications in Commerce or Accounting
- Membership or eligibility of a relevant professional body
- Experience and understanding of system structures, costs/revenue / job costing and intercompany recharges
- Interpersonal and communication skills is a must to liaise with colleagues at all levels
- Highly proficient in the MS-Office suite, particularly Excel, and Access would be an advantage
- Navision or other Microsoft accounting skills would be favourable.

This position is open to PNG citizens only

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a signed cover letter, detailed CV and three current referees.

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

Applications close COB Friday 10th February 2023

Only shortlisted 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