

POSITION DESCRIPTION

Curtain Brothers

AM6095 - Reporting & Systems 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:

REPORTING & SYSTEMS ACCOUNTANT

Reporting to the Financial Controller, the successful candidate will join the finance team to assist with the integration of accounting and other systems across the group. The role will require understanding of departmental structures within systems, understand the calculation of both internal and external recharges. She/He will assist in the preparation of statutory reports, and management reports and involvement in preparation of budgets. It is envisaged that the incumbent will be master user, support and involved in the implementation of an ERP major upgrade.

Key Responsibilities:

- Preparation of draft statutory reports for a group of companies
- Prepare management reports for various departments and ad hoc analysis
- System master user for accounting for various activities (training provided on specific systems but understanding of systems admin is required)
- Assist with project reporting
- Assist in the preparation of forecasts and budgets
- Assist in other cross-functional tasks in finance such as inventory, bank reconciliations, cashflow forecasts to ensure coverage within the team
- Tasks as required by the Financial Controller.

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
- Must be able to deal with short time frames and handle multiple competing priorities
- Navision or other Microsoft accounting skills would be favourable
- MEX Maintenance and/or Port Manager skills would also 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