

POSITION DESCRIPTION

Curtain Brothers

AM6096 - Accounts Officer

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:

ACCOUNTS OFFICER

Reporting to the Financial Controller, the successful candidate will assist with various accounting functions across the group. The role will incorporate management reporting, balance sheet reconciliation, and the reconciliation of sub-ledgers as various other tasks and multi-skilling within the finance team.

Key Responsibilities:

- Preparation of accruals and balance sheet reconciliations including bank reconciliation and sub-ledgers AR, AP, FAR
- Analyse the information and prepare journals on allocation of internal costs and intercompany charges
- Reconciliation of intercompany loans
- Ensure a full understanding of the revenue for jobs so that revenue is accurately captured in various jobs
- 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
- Eligibility or membership of CPA PNG
- Experience and understanding of system structures, costs/revenue / job costing and intercompany recharges
- Good interpersonal and communication skills
- Highly proficient in the MS-Office suite, particularly Excel
- Must be able to deal with short time frames and handle multiple competing priorities
- Navision or other Microsoft accounting skills would be favorable.

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