

## **POSITION DESCRIPTION**

Bank of Papua New Guinea

### **AM7037 - Manager, Financial Administration Department**

*Equal Opportunity Employer”*

The Bank of Papua New Guinea is a Contemporary Central Bank and Regulator employing best practice in the development and implementation of Monetary Policy, conduct of Financial Sector Supervision and in ensuring an efficient, safe and well-functioning Payments System.

BPNG is an equal opportunity employer and encourages suitably qualified and experienced and vibrant persons who would like to contribute energetically to these goals, to apply for this position based in Port Moresby:

#### **MANAGER – FINANCIAL ADMINISTRATION DEPARTMENT**

Reporting to the Assistant Governor – Finance & Payments Group, the Manager, Financial Administration Department is responsible to effectively and efficiently manage and lead the Department’s staff to deliver the following functional responsibilities;

- Financial accounting: financial and fixed asset reporting; payroll; accounts payable; staff credit facility
- Accounting function: maintain the general and subsidiary ledgers; process and record all revenues and prepare general purpose financial statements in compliance with IFRSs
- Accounting oversight and guidance to other internal departments to ensure the general accepted accounting practices (GAAP), legal requirements, policies and procedures are all consistently applied to maintain the integrity of the financial records
- Settlement for all foreign exchange investment activities, foreign currency payments and settlement of domestic securities
- Management accounting – management reporting budgeting, performance evaluation, cost management, asset management.

#### **Expected Competencies:**

- Must have a Bachelor or preferably Master’s Degree in Banking & Finance, Accounting, Business, or a related field from a recognized university that is relevant to the technical requirements of the position
- Minimum of 10+ years proven senior management experience in the finance/banking/ superannuation or life insurance industries
- Working knowledge of the PNG Government political structures and administration systems, the Constitution and the Organic Law
- Particular knowledge of the Public Finances (Management) Act, the Public Service Management Act and the Central Banking Act
- Detailed knowledge of the banking, finance, savings & loans, superannuation and life insurance industries and the relevant Acts and prudential standards and other related legislation
- Demonstrated high level management, communication, leadership, negotiating experience and skills.

**This position is open to PNG Citizens only.**

**A full PD for each position is available from our office and applicants are strongly encouraged to obtain a copy of the relevant PD before submitting an application.**

#### **APPLY NOW**

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

Follow the website instructions and forward to Vanguard International these documents

- the completed VI application form highlighting your capabilities and experiences,
- an updated CV, three (3) current referees and their full contact details.

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

**Applications close COB Thursday 20<sup>th</sup> April 2023**

**Only shortlisted applicants will be contacted**

**Authorised By: Elizabeth Genia, AAICD  
ACTING GOVERNOR**

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](mailto: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**