

POSITION DESCRIPTION

Kamapim Ltd

AM7041 - Chief Financial Officer

Kamapim Ltd is a PNG registered company working in partnership with landowners to improve land management, livelihoods and products while aspiring to contribute to all 17 UN Sustainable Development Goals (SDGs) in their operations.

Kamapim is a Tok Pisin word that translates as, *to grow, to develop and to improve*. Kamapim is committed to high quality, organically grown, fairly traded products with customer satisfaction as their top priority.

Kamapim is inviting **exceptional candidates** to apply for this opportunity that will support its growth and diversification in the vanilla sector. This position is based in Madang.

CHIEF FINANCIAL OFFICER

The Chief Financial Officer will be responsible to assist the company in financial planning, forecasting, cost-benefit analyses as well as maintain the integrity of the financial reporting systems. The Financial officer is responsible for ensuring all financial systems are in place, for supervising data entry, bank acquittals, stock inventory and maintaining records (about farmers, communities, receipts, production, exports) in a complex database. The CFO is responsible to ensure the accountancy needs for all branches and reporting are given to the external accountants and auditors in a timely fashion.

Key Responsibilities:

- Organizing the accounts and invoices in cloud computing system
- Ensure all receipts are acquitted
- Complete records of petty cash daily
- Keep an inventory of stock; price paid, and loss
- Complete payroll; which includes filling out timesheets in the accounting system, including producing and printing payslips
- Complete GST returns
- Complete Tax and pay monthly
- Complete staff expenses claims
- Monitor fuel usage
- Prepare reports for weekly meetings with COO and CEO and Quality Manager
- Preparation and reports monthly for Holding
- Prepare invoices
- Audit bank accounts and ensure accountability of all field offices and branches
- Complete foreign exchange reporting to the central bank
- Work in a sensitive, collaborative and respectful manner with the rest of the team and visiting farmers
- Ensure protocols to obtain informed consent are adhered to and can be demonstrated
- Ensure protocols are completed in a timely manner
- Ensure equipment are working, that there are back-ups in the cloud, and that appropriate measures are taken to keep the equipment secure data and paperwork
- Be respectful to women, children, and the elderly
- Be punctual
- Adhere to the risk assessment and safety measures agreed
- Respond to requests of line management
- Participate in regular team meetings with other staff members
- Organize meetings between the branches fortnightly to report financial projections.

Expected Competencies:

- Bachelor Degree in Accountancy or Finance with experience in inventory management. Post graduate education in finance accountancy or business desirable
- Minimum 3 years work experience as a financial officer or head of accounts, in an environment where ethical processes are essential
- Ability to manage a team of administration and other staff for financial reporting
- Experience relevant to agriculture or community development in a remote context is an advantage
- Sound knowledge of PNG accounting and tax law
- Ability to work with little direct supervision, a self-starter, conduct independent data collection and work in a timely manner
- Ability to write financial reports and present them in multiple formats.

They offer a competitive compensation package and the opportunity to play a key role in shaping the future of their company.

This position is open to citizen and non-citizen applicants

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 detailed CV and three current referees. A full Position Description (PD) can be requested from our office to review before applying.

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

Applications close COB Friday 19th May 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