

POSITION DESCRIPTION

National Gaming Control Board

AM8018 - Accountant

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games and to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming in the country, to reduce any adverse social impact of gaming and to promote a balanced contribution by the gaming industry to general community benefit.

The NGCB urgently requires qualified and experienced candidates to apply for this Management role.

ACCOUNTANT

Reporting to the Director Finance, the Accountant is responsible to provide financial information to management by researching and analysing accounting data and preparing reports.

Key Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analysing account information
- Documents financial transactions by entering account information
- Recommends financial actions by analysing accounting options
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Guides accounting clerical staff by coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analysing account information
- Secures financial information by completing data base backups
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation and requesting disbursements
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial reports by collecting, analysing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Accomplishes the result by performing the duty and contributing to team effort by accomplishing related results as needed.

Expected Competencies:

- Bachelor's Degree in Accounting/Business or Commerce discipline, Member of PNGIA, and CPA preferred
- 5 years' experience in the similar role or related, at the Senior Officers level
- Practical knowledge of Finance Manual Policy and Public Finance Management Act
- Advance knowledge in Microsoft Word, Excel, Data Base and other accounting software's
- A methodical approach and problem-solving skills
- Organisational skills and ability to manage deadlines
- Maintaining confidentiality at all levels in relation to financial matters
- Ability to multitask and change quickly in different situations and working environment.

APPLY NOW

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

Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Wednesday 23rd August 2023

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@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