

## POSITION DESCRIPTION

### AM8036 - Accounts Officer

Our client, is a State-Owned statutory corporation with a clearly defined mandate to build shareholder wealth and to improve the provision of services to the people of Papua New Guinea.

Applications from qualified and experienced professionals are invited for this role, based in Port Moresby.

### ACCOUNTS OFFICER

Reporting to the Manager Accounting, the Accounts Officer is responsible for attending to Accounts Payable tasks to manage payment expectations of service providers, ensure Fixed Assets Register (FAR) is maintained and Internal Revenue Commission (IRC) compliance requirements are met.

#### Key Responsibilities:

- Deliver timely and responsive Financial services
- Contribute to the delivery of the organization's goals and objectives
- Contribute to the effectiveness of the Finance Team
- Participate and contribute to an effective and productive team.

#### Expected Competencies:

- Diploma/Bachelor degree in Commerce/Accounting
- Current Member CPA PNG
- Minimum of 4 years' experience in a similar role in a private organisation
- Proven ability to plan and organize effectively, to established priorities and meet deadlines.

### 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.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 13 October 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](mailto: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**