

## **POSITION DESCRIPTION**

### **AM8038 - General Manager - Finance**

#### ***DON'T MISS THIS OPPORTUNITY!***

Established in 2009, our client is a service provider of choice to the extractive resources industry, with a commitment to provide exceptional service to its clients while actively benefiting community stakeholders through a partnership framework.

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

#### **GENERAL MANAGER – FINANCE**

Reporting to the Chief Executive Officer, this role will oversee the financial management aspect of the company, providing direction on financial and related compliance and investment matters relevant to the company's operations.

#### **Key Responsibilities:**

- Overseeing finance operations and planning, analysis, balance sheet reconciliations, improvements to procedures and controls
- Production of regular management and financial accounts to keep board and management apprised of financial health
- Developing project controls and budgets for departments
- Developing annual business plans and budgets for presentation to management and board
- Review and oversee current contracts with clients and where required, make recommendations for improvements or revisions
- Review and make recommendations on the financial health and governance of the organization
- Maintain contact with the company's Joint Venture (JV) entities to understand their business activities including the revenue and cost model to ensure that there is full transparency and compliance with JV and Shareholder Agreements
- Oversee finance and HR processes improvements to streamline processes and incorporate the use of cloud-based systems
- Represent and protect the organization's interests at JV meetings.

#### **Expected Competencies:**

- Bachelor in Accounting, or relevant field
- Master in Business Administration is an advantage
- Minimum 10 years` experience in a similar role
- CA or CPA qualified
- Proven experience in financial accounting, cash flow management
- Demonstrated experience in the evaluation of new business initiatives
- Knowledge of contract negotiation and change management
- Senior level experience in budgeting, and cost control principles including Generally Accepted Accounting Principles
- Ability to present at board level and influence decision making with facts and information based on in-depth analysis
- Well versed with accounting software packages
- Ability to analyse financial data and prepare financial reports, statements, and projections.

#### **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, 3<sup>rd</sup> November 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**