

## **POSITION DESCRIPTION**

Rangeview Heights Limited

### **AM8069 - Senior Accountant**

#### **Re-advertisement**

**Rangeview Heights Limited** is a joint venture company between Nambawan Super Limited, Lamana Development Limited and National Capital District Commission.

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

### **SENIOR ACCOUNTANT**

Reporting to the General Manager, the Senior Accountant will be responsible for managing all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. The role is also required to formulate quarterly Board reports and present financial outcomes and forecasts to the Board at quarterly meetings or as when required.

#### **Key Responsibilities:**

- Manage all accounting transactions and prepare budget forecast
- Manage the purchase order process through the finance team
- Manage balance sheet and profit/loss statements
- Oversee the accounts payable and receivable sector to maximize efficiencies
- Reinforce financial data confidentiality and conduct database backups when necessary
- Implement and manage the payroll operating system
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Report on company's financial state and liquidity
- Audit financial transactions and documents
- Assist with tax audits and tax return.

#### **Expected Competencies:**

- Bachelor's Degree in Finance, Accounting or relevant field with current CPA accreditation
- Min 5 years proven experience as an Accountant in a similar role
- In-dept understanding of Generally Accepted Accounting Principles (GAAP)
- Pronto trained preferably
- Solid knowledge of basic and advanced accounting and financial principles and practices
- Working knowledge of pronto financial software and MS office
- Excellent knowledge of cost accounting and reporting
- Exceptional knowledge of risk analysis, budgeting and forecasting
- Excellent communication, presentation, time management, organizational and leadership skills.

### **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, 12 April 2024**

**[Previous applicants need not apply]**

*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**