

POSITION DESCRIPTION

Telefomin District Development Authority

AM9021 - Project Accountant

Telefomin District Development Authority (TDDA) as legislated under the District Development Authority Act (2014 as amended) is mandated by the National Government to deliver goods and services throughout the Electorate.

TDDA is seeking highly skilled and experienced professionals for the following full-time roles based in Telefomin, West Sepik Province.

PROJECT ACCOUNTANT

Reporting to the Project Coordinator, this role requires a diligent and detail-oriented accountant to manage the financial aspects of the Telefomin District Development Agreement.

Key Responsibilities:

- Financial Management: Oversee all financial aspects of the project to ensure compliance with funding requirements and financial regulations
- Budget Development: Collaborate with project teams to develop detailed project budgets, including cost estimates, revenue projections and funding allocations
- Financial Reporting: Prepare accurate and timely financial reports, including monthly, quarterly, and annual financial statements
- Grant Management: Manage project grants and funding agreements, including monitoring grant compliance, preparing grant proposals and financial reports and coordinating grant audits
- Cash Flow Management: Monitor project cash flow and liquidity, including the timely disbursement of funds and the management of project bank accounts
- Financial Controls: Establish and maintain effective financial controls and procedures to safeguard project assets and ensure the integrity of financial data
- Audit Coordination: Coordinate project audits, including liaising with external auditors, preparing audit schedules and supporting documentation
- Capacity Building: Provide financial management training and support to project staff and partners.

Expected Competencies:

- Bachelor's degree in accounting, finance, or a related field. Professional certification (e.g., CPA, CA, ACCA) would be an advantage
- At least 5 years of experience in financial management, preferably in the development sector or with donor-funded projects
- Strong knowledge of accounting principles and financial reporting standards, particularly as they apply to grant-funded projects
- Proficiency in accounting software and Microsoft Excel. Experience with QuickBooks or other financial management software
- Excellent analytical and problem-solving skills, with the ability to interpret financial data and identify trends, variances, and discrepancies
- Strong attention to detail and accuracy, with the ability to maintain high-quality financial records and reports
- Effective communication skills, both verbal and written, with the ability to explain financial concepts to non-financial stakeholders
- Ability to work independently with minimal supervision and as part of a multidisciplinary team in a cross-cultural environment
- Flexibility to travel for work outside of Telefomin, when required.

APPLY NOW

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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 enquiries email jobs@vanguard.com.pg or call (+675) 7500 7500.

Applications close COB Friday, 19 April 2024

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