

## **POSITION DESCRIPTION**

St John Ambulance Papua New Guinea

### **AM9025 - Chief Financial Officer**

**St. John Ambulance Papua New Guinea** is a non-profit organization dedicated to providing first aid training, emergency medical services, and community health care across Papua New Guinea. Established with a mission to save lives through first aid and emergency response, St. John Ambulance PNG plays a crucial role in healthcare delivery, often collaborating with local authorities and healthcare providers to ensure effective response and assistance during emergencies. St. John Ambulance PNG plays a vital role in promoting public health and safety, making a significant contribution to the well-being of communities throughout Papua New Guinea.

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

### **CHIEF FINANCIAL OFFICER**

The Chief Financial Officer manages the functions of the Finance Division and provides strategic financial leadership and direction across the organization.

#### **Key Responsibilities:**

- Develop and monitor annual budget and long-term financial plans
- Conduct financial analysis and provide recommendations to guide decision-making
- Prepare financial reports, forecasts and projections for the executive team and Council
- Oversee all financial operations including accounting, budgeting, cash management, and financial control systems
- Ensure compliance with financial regulations and reporting requirements
- Implement financial policies and procedures to safeguard the organisation's assets
- Monitor fundraising efforts to ensure its achieved and sufficient enough to meet budget requirements
- Ensure timely reporting to stakeholders and donors
- Identify and mitigate financial risks through effective risk management strategies
- Lead the team, fostering a culture of collaboration, accountability and continuous improvement
- Provide guidance, mentorship and promote professional development opportunities for team members.

#### **Expected Competencies:**

- Bachelor's/Master's degree in Finance, Accounting, or a related field
- Professional certification such as CPA or CA is highly preferred
- Minimum of 10 years relevant experience in financial management, preferably in a similar social enterprise or non-profit organization
- Proven track record in financial planning, budgeting and forecasting
- Strong knowledge of financial regulations, accounting principles and best practices
- Experience in fundraising and revenue generation
- Excellent leadership and team management skills
- Strong analytical and problem-solving abilities
- Ability to communicate financial concepts to non-financial stakeholders effectively
- Proficiency in financial management software and MS Excel or equivalent.

**This position is open to PNG citizens only.**

### **APPLY NOW**

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

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 10<sup>th</sup> May 2024**

*Only shortlisted applicants 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**