

POSITION DESCRIPTION

Genoffgrid PNG Ltd (GEN PNG)

AM9027 - Finance Manager

Genoffgrid PNG Ltd (GEN PNG) is a joint venture company between Generators and Off Grid Energy Pty Ltd and Hides Gas Development Company Limited.

GEN PNG's mission is to provide remote and regional energy users throughout Papua New Guinea with economic and robust solar and battery storage systems.

This is an exciting and rewarding management role, based in the Port Moresby.

FINANCE MANAGER

The Finance Manager is responsible for overseeing all financial aspects of GEN PNG, as well as developing and implementing the business controls framework, strategies, policies and processes to ensure the financial health and integrity of the company.

Key Responsibilities:

- Monthly financial reporting including Profit and Loss, Balance sheet, Cash flow statement, monthly project accounting and variance analysis, balance sheet reconciliations
- Monthly Board Reporting & Presentation
- Annual budget process plus quarterly forecasting on a rolling forecast basis
- Cash flow management including 12 week rolling cash forecast
- Processing of fortnightly payroll and weekly supplier payments
- Preparing monthly GST returns
- Tax compliance including the lodgement of monthly PNG IRC statutory returns
- Managing the accounts mailbox, daily bank rec, accounts payable processing, POs and remittances, sales invoicing and accounts receivable and fixed asset accounting ensuring that the accounting software is accurate and complete and supporting information saved in the software application
- Annual Statutory Accounts preparation and managing annual tax filing and audits
- Ensure adequate insurance coverage for the organisation
- Ensure that activities comply with legal, professional and ethical standards
- Maintain the financial policies and procedures
- Continuous review of accounting processes to ensure lean and efficient
- Management of the finance and admin teams as the business needs grow
- Management of grant reporting and renewable incentives via portals as required.

Expected Competencies:

- Bachelor's Degree in Accounting or other related business field
- Master's in Business Administration (MBA) would be well regarded
- Proven experience as a Finance Manager within the PNG Oil and Gas Industry, would be an advantage
- Strong technical accounting (incl. IFRS) and commercial skills
- Proactive and knowledgeable in conflict resolution and problem-solving
- Attention to detail and highly analytical
- Excellent communication and people skills
- Stakeholder management
- Critical thinking
- Well versed with using Microsoft Office suite
- Experience in the use of accounting software.

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 email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 10th 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 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