

POSITION DESCRIPTION

Pacific Building Industries Ltd

AM9039 - Senior Accountant

Pacific Building Industries (PBI) is a progressive greenfield building and construction company in Papua New Guinea, partnering with the government agenda in accelerating infrastructure development. The company is based in Port Moresby with programs that operate across various locations including Goroka, Kainantu, Lufa, Lae, Maprik and Hela.

This is an exciting and rewarding executive management opportunity based in the Head Office, in Port Moresby.

SENIOR ACCOUNTANT

The Senior Accountant will oversee the accounting function and the day-to-day financial operations of the company in the head office and also provide support to administrative staff in other locations where the company operates. The role collaborates with other senior managers to ensure operations are in line with the company strategy while ensuring best practice standards and up to date policies and processes are in place.

Key Responsibilities:

- Prepare regular financial reports and statements, such as balance sheets, income statements and cash flow statements
- Ensure that all financial reports are accurate and comply with accounting regulations
- Contribute to the company's budgeting and forecasting processes
- Perform financial analysis to determine the financial impacts of business decisions and help management make strategic decisions based on financial data involved in development of long-term financial plans for the company
- Assist in the development and implementation of accounting policies and procedures consistent with the Company's operational and strategic objectives
- Mentor and develop junior accounting staff to broaden accounting skills and knowledge
- Oversee and coordinate the preparation of tax returns and ensuring compliance with tax laws
- Oversee the implementation and maintenance of accounting systems, such as enterprise resource planning (ERP) software and ensure that the system is meeting the needs of the business
- Ensure company work policies and practices are updated in in line with relevant legislation
- Provide broad strategic advice and support to the Leadership Team and Executive group in areas that include financial accounting, finance operations and planning, analysis, balance sheet reconciliations, improvements to procedures and controls
- Ensure timely and accurate financial reporting as and when required by management to keep the board and executive management apprised of the company's financial performance
- Develop project controls, business plans and budgets for management and board
- Review and oversee current contracts with clients and where required, make recommendations for improvements or revisions
- Maintain contact with the Company's Sub Contract (SC) or Joint Venture (JV) partners and entities to understand their business activities including revenue and cost model that ensures full transparency and compliance with established Agreements
- Represent and protect the Company's interests at project and management meetings where required.

Expected Competencies:

- Bachelor's degree or higher in Accounting, Finance or related field
- CA or CPA qualification
- Minimum 5 years work experience in a similar role
- Proven experience in financial accounting and cash flow management
- Demonstrated experience in the evaluation of new business initiatives

- Knowledge of contract negotiation and change management
- Well versed in budgeting and cost control principles including GAAP Principles
- Ability to present at board level and influence decision making with facts and information based on in-depth analysis
- High standards integrity and professionalism
- Proficient with Microsoft Office Suite
- Knowledge and experience in the use of accounting software packages
- Ability to analyse financial data and prepare financial reports, statements and projections
- Highly developed business communications and interpersonal skills
- Ability to successfully manage competing work priorities including impromptu management requirements.

Pacific Building Industries (PBI) is an equal opportunity employer. It values inclusion, diversity, and gender equity and is committed to providing people with a supportive work environment.

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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.

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Applications close COB Friday, 28th June 2024

Only shortlisted applicants will be contacted

To apply for this position:

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- 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