

POSITION DESCRIPTION

National Gaming Control Board

AM9040 - Director Finance

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games and to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming activities in the country, to reduce any adverse social impact of gaming and to promote a balance contribution by the gaming industry to general community benefit.

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

DIRECTOR FINANCE

The Director Finance is responsible for the management, direction and overseeing, of the Finance Division and personnel.

Key Responsibilities:

- Oversee planning, organizing and coordinates preparation of the Board's annual operating budget and capital expenditure and assets improvement program
- Conduct expenditure analysis and revenue monitoring and prepares revenue and expenditure forecasts based on analysis
- Manage NGCB's financial management and reporting to the CEO, COO & the Board, ensuring that financial management reporting is done in a timely, effective manner and complies with legislative and audit tax requirements
- Manage the collection of all revenues (includes taxes, levies, penalties, and fees) for the NGCB and ensure the accuracy of these revenues
- Co-ordinate the Finance Division's services to maximize effectiveness, efficiency, and the satisfaction of clients (as set in standards) while ensuring compliance with relevant Government legislation, policies, and standards
- Provide leadership and direction to the staff of the Finance Division to ensure the Division achieves its performance outputs and targets identified in its strategic and business planning process
- Establish and continually improve systems, procedures, and processes to ensure the operations are of a high quality, effective, efficient and provided on a timely basis to both internal and external clients
- Establish and maintain processes for measuring the performance of the Finance Section and the organization as a whole
- Effectively manage staff by evaluating their performance and develop processes for the staff for further training and development activities
- Coordinate departmental fiscal operations, administering fiscal controls and fiscal policies to ensure compliance with administrative and legal restrictions
- Write reports, make presentations and performs special assignments and projects as necessary
- Ensure effective communication internally and with key stakeholders of the National Gaming Control Board
- Provide sound Finance related advice as and when required, always ensuring high standards of professionalism, confidentiality and quality
- Contribute to the review, update and/or implementation of policies, processes and systems in line with the organisations strategic vision and plans
- Recommend modifications to Finance programs, policies and procedures as appropriate
- Conduct research and analysis of complex technical issues, evaluates options and make recommendations for action
- Monitor expenditures to ensure adherence to the approved budget and manage various contractual services and obligations
- Ensure the division's activities conformity to all relevant legislations.

Expected Competencies:

- Bachelor`s Degree in Accounting, Finance or related field
- CPA certificate
- Minimum of 5 years` experience in a similar role at executive management level
- Well versed with Finance Manual Policy, Public Finance Management Act, principles, policies and practices of finance and accounting processes and systems
- Sound knowledge of commercial law, business processes and policy development including the Gaming Act 2007 and other laws applicable to the gaming industry
- Experience with MYOB or other Accounting package
- High degree of integrity and the ability to maintain confidentiality
- Ability to work to deadlines, under pressure and the willingness to put in extra hours when needed
- Excellent business communication and interpersonal skills
- Good presentation and report writing skills
- Proactive and able to work with minimal supervision.

APPLY NOW

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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, 28th June 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