

## **POSITION DESCRIPTION**

Independent Commission Against Corruption

### **AM9092 - Senior Accountant**

The **Independent Commission Against Corruption (ICAC)** was established by *Part VIII Division 3 of the Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

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

#### **Senior Accountant**

This role will report to the Director Finance and Admin and will be responsible for managing and maintaining a transparent and prudent financial function and execute in compliance with relevant regulations, policies, and guidelines. The Senior Accountant will also manage financial projects acts as well as provide advisory on matters relating to compliance and data analysis.

#### **Key Responsibilities:**

- Prepare monthly and annual financial statements/management accounts
- Preparation of the annual budget
- Manage payments to service providers and staff, ensuring appropriate authorisation and accurately processed
- Carry out monthly reviews of expenditure and income
- Ensure that appropriate financial policies and procedures are complied with and implemented
- Maintain the operating and project accounts and prepare periodic reports as required
- Maintain and update the asset register
- Undertake a quarterly review of accounts payable
- Analyse and forecast financial data to support strategic planning.

#### **Expected Competencies:**

- Bachelor's degree in Accounting, Finance, Business Administration or a related Finance discipline
- 5 years of relevant industry experience in financial services and/or accounting within a statutory, government, corporate, accounting and auditing firm would be an advantage
- Certified Practising Accountant (CPA), with an excellent working knowledge of GAAP and IFRS
- Experience in preparing annual financial statements, budgeting, and projecting financial data
- Well versed in Public Sector financial requirements specified under the PFMA, PFMM, NPA and Financial Instructions by Department of Finance, Audit Act, OLICAC and other Acts of Parliament relevant to financial and administrative management
- Competent in the use of MS Office suite (MS365 Office, Outlook, Calendar, Teams)
- Highly proficient in MS Excel and experienced with accounting software (such as IFMS, MYOB, or similar) and Asset Management Systems
- Preparation of accounts for annual audit; liaising with appointed auditors and the Auditor General to ensure timely completion of the audit process
- Proven leadership and mentorship skills with a focus on professional development for junior finance staff
- Competent in effectively presenting financial information to senior management.

**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, including 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, 23<sup>rd</sup> August 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**