

POSITION DESCRIPTION

AM9093 - Finance & Administration Manager

Our client, seeks qualified and experienced professionals for this role based in Port Moresby.

FINANCE & ADMINISTRATION MANAGER

The role will suit a highly motivated individual with a proven track record of success. It presents an opportunity for an experienced Finance and Administration Manager looking to broaden his / her experience in an operational and leadership role. This role will be a business partner and be instrumental in supporting, challenging and guiding business decisions as well as providing general office leadership.

Key Responsibilities:

- Be responsible for maintaining the daily running of the Finance Department.
- Oversee Accounts Payable, Accounts Receivable, Payroll, and Billing processes, ensuring statutory obligations are met (e.g., Tax reporting, GST reporting).
- Provide accurate and timely financial, management, and taxation information to the Executives.
- Develop and implement financial and administrative procedures, maintaining the quality and integrity of internal control systems.
- Oversee the development and implementation of Admin and HR policies, including strategy development around remuneration and benefits, recruitment, appraisals, training, payroll, and superannuation.
- Oversee the budget and forecasts for work programs, ensuring alignment with company policies and relevant compliance regulations.
- Successfully complete and submit annual audits, tax reporting, and lodgements in a timely manner.
- Perform balance sheet reconciliations and prepare monthly management reports in line with reporting timelines.
- Undertake any additional responsibilities as assigned by Management.

Qualifications, Skills & Experience:

- Bachelor's degree in accounting and or Commerce
- Current Certified Practicing Accountant (CPA) or Chartered Accountant (CA) qualification
- Minimum of 7 years of financial management/commercial experience, preferably in the Resources and Energy sector at the management level
- Proven experience in managing special program budgets and reporting
- Expertise in preparing financial reports and presentation to Board and/or Council
- Advanced Excel skills and knowledge of financial modelling and analysis
- Familiarity with Xero accounting software or similar accounting packages
- Strong communication, organizational, and analytical skills
- Effective team player and influencer with good problem-solving abilities
- Demonstrated leadership skills and the ability to plan strategically with minimal supervision
- Highly driven with a commercial mindset, capable of managing risks and identifying new ways of doing things
- Ability to work in a fast-paced, ever-changing environment and willing to engage in all aspects of the finance role
- Prioritizes tasks and manages time efficiently while adhering to policies and procedures
- Recognizes and adapts to changing technology, using it to enhance organizational performance
- Effectively communicates ideas and information both verbally and in writing, while maintaining confidentiality
- Takes personal responsibility for issues, displaying motivation, commitment and a results-oriented approach to achieve excellence
- Gathers and analyses information from various sources to identify problems and make informed decisions.

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

Applications close COB Friday, 30th 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 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.