

POSITION DESCRIPTION

PNG Ports Corporation Limited

AM3973 - Finance Manager

Finance Manager

Our client, **PNG Ports Corporation Limited (PNGPCL)** is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside Australia and New Zealand. PNGPCL continues to develop the capacity of its workforce to deliver high quality service to all stakeholders and is committed to attracting the highest calibre of professionals who can make a difference to the organization. PNGPCL provides a positive work environment and rewards employees who contribute to business success.

Reporting to the Chief Finance Officer, this position is responsible for managing and overseeing the financial management and reporting activities of PNGPCL.

Key Responsibilities:

- Ensure that all financial functions are carried out strictly under the established financial policies and procedures
- Ensure timely Bank Reconciliations and the provision of accurate Financial Reports, related to Financial Position, Operations, Budgets, Payables, Receivables and Expenses
- Ability to interpret financial information to managerial staff while recommending further courses of action
- Constantly review and update financial systems and processes to ensure they are relevant and including regular training and development of staff
- Ensure that all procurement processes are fully adhered to and employ the internal Supply and Tender Process
- Ensure all taxation matters are fully addressed and complied with
- Ensure that all insurance requirements for PNGPCL are adequately covered
- Oversee operations of the finance department, set goals and objectives, develop trends and projections in line with PNGPCL Corporate Strategic objectives
- Liaise with External Auditors to ensure timely audits for statutory compliance.

Skills & Qualifications:

- Bachelor's degree in Accounting, Business Finance or Commerce from a recognized institution
- CPA qualification or a provisional CPA progressing to full CPA qualification
- Minimum of 10 years' experience in a similar role
- Excellent knowledge of Accounting systems, processes and procedures including excellent procurement knowledge
- A solid understanding of International Accounting Standards
- Working knowledge of financial statutory legislation and regulations
- Working knowledge of finance related software applications and excellent analytical and negotiation skills
- Strong interpersonal, oral & written communication and presentation skills
- Commercial and business acumen with ability to stick to time constraints
- Demonstrated ability to manage, guide and lead employees.

Our client offers genuine career opportunity and competitive salary for this challenging position.

This position is open to PNG Citizen only

APPLY NOW

Please visit our website: http://www.vanguardpng.com/current_vacancies.php for the full Job Description.

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, call us on 7500 7500 or email recruitment@vanguard.com.pg

Applications close on Friday 9th October 2020

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@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