

POSITION DESCRIPTION

Norton Rose Fulbright PNG

AM3573 - Practice Manager

Norton Rose Fulbright Papua New Guinea is part of the global firm, Norton Rose Fulbright (NRF). NRF PNG continues to grow and they now have an excellent opportunity for a Practice Manager in their Port Moresby office.

Key Responsibilities:

Working closely with and reporting to the Principal, the Practice Manager is responsible for:

- The implementation of effective operational support to the partnership across the Finance, Corporate Services, IT, HR and secretarial functions of the NRF practice in PNG.
- Management of all financial aspects of the PNG practice including preparation of Financial Accounts, Tax, and statutory compliance matters for NRFA Services (PNG) Pty and NRF PNG.
- Complying with all NRFA's Human Resources, Finance & Accounts, Matter Management, Time Recording & Billing & Corporate Services procedures and policies across the full range of areas including; Ensuring clients receive the experience and level of service expected from a global professional services firm
- Providing human resources management services in order to facilitate the efficient utilization of the Firm's human resources
- Ensuring that the finance function delivers the level of service expected from a global professional services firm and that the function is managed in an efficient and effective manner
- Taking a hands-on approach to all facets of this role.

Expected Competencies

- Undergraduate degree or equivalent in Finance or Accounting with significant post graduate experience in financial management and PNG taxation compliance
- Ten (10) year plus office management/practice management experience in a professional services environment
- Exceptional written and oral communication skills
- Demonstrated team leadership and management skills
- Highly professional personal presentation and approach to work
- Knowledge of relevant PNG Tax and Employment law regulations
- Visa/migration /mobility experience highly desirable

Applications close on Friday 25th August 2017

To apply for this position:

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