

## **POSITION DESCRIPTION**

### **AM3681 - Management Accountant**

Our client 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.

Our client is committed to attracting the highest calibre of professionals who can make a difference to the organization.

This position reports to the Chief Finance Officer.

#### **Key Responsibilities:**

- Manage and direct the efficient administration of Budget and Reporting, General Ledgers, Bank Reconciliations and Savings & Loans, ensuring all functions are carried out strictly under the established financial guidelines
- Provide accurate and timely financial reports
- Manage the Accounts Receivable and Credit Control functions
- Manage and direct procurement services ensuring cost effective purchasing compliant with internal Supply and Tender processes
- Periodically review and update financial operating systems and processes
- Continually implement and monitor relevant staff training and development
- Ensure all taxation matters are fully addressed and complied with
- Ensure that all insurance requirements for the company are maintained
- Oversee implementation of financial project planning and development work

#### **Expected Competencies:**

- Degree in Finance, Commerce or Business with Post Graduate qualification in Business Administration
- Hold CPA Qualification
- Minimum 5 years of experience in a similar role
- Well versed with the legal and statutory requirements for business in PNG
- Excellent leadership, organization and communication skills
- Demonstrated ability to embrace and lead change
- Demonstrated ability to work in a team environment under extreme pressure
- Demonstrated Microsoft and Accounting software competencies

**Applications close on cob Friday 10<sup>th</sup> August 2018**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [recruitment@vanguard.com.pg](mailto: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**