

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3697 - Assistant Finance Officer

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The **Rural Service Delivery Project (RSDP)** is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

The positions advertised below are based in the **Project Management Unit**, in Port Moresby and **DPLGA** invites applications from highly motivated individuals.

Assistant Finance Officer

This role reports to the Senior Finance Officer.

Key Responsibilities:

- Ensure that the Project Management Office (PMU) complies with the Public Finance Management Act and associate GoPNG Financial Instructions
- Assist the Senior Finance Officer during monthly, quarterly reporting and budget revisions
- Responsible for raising PMU cheque requisitions and payment vouchers
- Responsible for the collection of proper tax invoices, receipts and other supporting financial documentation from respective suppliers
- Responsible for the proper and secure documentation filing
- Attend to all banking responsibilities and timely bank account reconciliations
- Ensure financial acquittals are properly documented
- Assist the Senior Finance Officer to ensure PMU compliance with the Project Operations Manual (POM) financial requirements and internal controls
- MYOB Data Entry and Maintenance
- Capacity Building Trainings and Workshops.

Expected Competencies:

- Possess a Diploma or Degree in Accounting from a reputable institution
- Minimum of 5 years work experience Government, Private, NGO and Donor funded Programs especially in Rural centred community projects
- Sound working knowledge of the Public Finance Management Act
- Demonstrated experience with MYOB
- Experience in preparation and processes for Annual Audits
- Experience in managing a PNG Government Trust Accounts.

Applications close COB Monday 22nd October 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 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