

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3700 - 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.

There are exciting opportunities across the Provinces listed below and DLPGA invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities through the Government's unique **5 year Rural Service Delivery Project (RSDP)**.

East New Britain Simbu West Sepik Western

This position report to their respective Provincial Project Coordinator.

Finance Officer (4)

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 and sent to the PMU for timely processing for the replenishment of PPO bank account
- Assist the Provincial Project Coordinator to ensure PPO 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 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