

POSITION DESCRIPTION

Hela Investment Limited

AM3757 - Accounts Officer

Hela Provincial Government (HPG) has incorporated Hela Investment Limited as its business entity in May 2018 with Hela Provincial Government as a single shareholder. The core business activity is the investment and equity management for HPG.

HIL is inviting exceptional candidates to apply for the vital role of:

ACCOUNTS OFFICER

The role reports to the Chief Financial Officer.

Key Responsibilities:

- Manages the financial bookkeeping
- Processes invoices, records payments, and track expenses
- Supervises other staff members who assist with the bookkeeping duties
- Attention to detail is paramount
- Each expense must be cross-checked with the corresponding invoice, to ensure that the billing is accurate
- Communicating with customers is a regular duty of this job
- Sends bills to customers; processes refunds; interacts with collection agencies on past-due accounts; and, works to resolve billing disputes
- Facilitates the reconciliation of the accounts of a business from the details in the business's accounts and its financial records, prepares the annual financial statement
- Create and monitor internal auditing procedures and to solve problem when accounting numbers are not in sync
- Prepare monthly Group Tax/GST lodgement with IRC
- Understand Hela Investment Ltd Financial Manual and its daily compliancy
- Also responsible for reviewing financial reports, budgetary follow up and financial advice.

Expected Competencies:

- Possess university degree/diploma with minimum of 5 years work experience
- Expert or advance user knowledge in MYOB Premier Version 19
- Expert or advance user knowledge in Able Payroll Version 6
- Expert in all Microsoft applications.

Applications close cob Friday 3rd May 2019

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