

Project Finance officer

PURPOSE OF THE POSITION

Reporting to the project finance manager, you will manage day-to-day financial aspects of the Education Emergency Response and Recovery Plan (EERRP) project which ChildFund is implementing in partnership with PNG’s National Department of Education. The project finance officer will be responsible for supporting the project finance manager in ensuring timely payments, administrative field accounting, budget tracking and ensuring compliance with donor guidelines and ChildFund Policies.

KEY DUTIES

- Preparation of project journals and posting to the accounting system as per the set standards
- Supports project finance manager in ensuring management and analysis of financials relevant to the project including proactive oversight and analysis of budgets and expenditures.
- Manage operational banking relations and correspondences with various parties of account payables and ensure payments are processed within the timelines.
- Keep tracking of invoices and purchase requisitions while ensuring all supplier/vendor accounts are reconciled on monthly basis.
- Manage the project cash advances schedule and ensure cash issued has been acquitted/liquidated within the required timelines and with adequate support documents.
- Working with the Finance officers in ensuring in month-end procedures, including project cost allocations, accruals and prepayments are accurately posted.
- Ensure that all implementing partners with financial responsibilities are aware of and comply with set finance procedures.
- Manage the filling and archiving of all financial documents relating to the project and provide support during project and institutional audits.
- Working with project officers in preparing and maintaining project asset register

QUALIFICATIONS & EXPERIENCE

- Bachelor Degree in accounting /Finance
- Strong desktop computing skills and accounting systems experience, ideally Sun Systems 5
- Minimum of 3 years’ experience preferably in project finance and managing multi donor funding and grants
- High level administrative and organisational skills, ability to prioritise heavy and varied workload and meet deadline for routine tasks whilst coping with the unexpected.
- Excellent work ethics (including attendance, timekeeping, meeting deadlines, respect for others and willingness to share information).

DESIRABLE

- Experience in working with NGOs and/or UN in cross-cultural setting.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

- Excellent negotiation, communication and interpersonal skills
- Good coordination skills (planning, organising and monitoring)
- Maintain a high level of confidentiality and credibility
- Non-judgment outlook and willingness to work with all kinds of people
- Adaptable and flexible, driving and responding to change
- Understanding development in country context and child-focused development programs

CHILDFUND AUSTRALIA’S VALUES

Commitment to ChildFund Australia’s values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Support Services (Operations)

Location: ChildFund Papua New Guinea office in PortMoresby

Employment: Full-time, 12-months

Reports to: Project finance Manager

Other Information: Appointment to this position is dependent upon successful completion of criminal background and reference checks.

Please apply at: www.childfund.org.au/work-with-us





ORGANISATIONAL CONTEXT

ChildFund Papua New Guinea is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

ChildFund began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also priorities climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

Health Insurance & Bonus

All employees are covered under a Capital Life Medilife Insurance. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.**