

# Project Finance Manager

## PURPOSE OF THE POSITION

Reporting to the Operations Manager, you will lead and manage all 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 manager provides timely, collaborative support to program staff on all financial matters relevant to all administrative field accounting, budget tracking, preparation of financial reports and reconciliations while ensuring compliance with donor guidelines and ChildFund Policies.

### KEY DUTIES

- Implement and preparation of all financial transaction procedures, to ensure transparent and traceable accounting practices
- Supports program staff with management and analysis of financials relevant to the project including proactive oversight and analysis of budgets and expenditures.
- Liaise with bilateral and multilateral donors on all aspects of financial management.
- Define and analyse the project budget to ensure that funds are used according to the funding contracts, proposing corrective actions if needed.
- Working with the Finance officers in ensuring in month-end procedures, including project cost allocations, accruals and prepayments are accurately posted.
- Prepare internal and external financial reports per set templates and formats and establish an effective filing system which can provide easy access to information.
- Coordinate and support implementing partners with disbursements and ensure acquittals are done within stipulated timelines and conditions.
- Ensure that all implementing partners with financial responsibilities are aware of and comply with set finance procedures.
- Implement workflows, cash flow disbursements, advances, purchasing procedures, payment approvals and day-to-day functioning either directly or indirectly expenditures made by sub-grantee

### QUALIFICATIONS & EXPERIENCE

- Bachelor Degree in accounting /Finance
- Strong desktop computing skills and accounting systems experience, ideally Sun Systems 5 and sage Intacct.
- Minimum of 5 years' experience 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.
- Experience in managing grants in consortium arrangements

*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 Port Moresby

**Employment:** Full-time, 12-months

**Reports to:** Operations 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](http://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.**