

Finance Coordinator - Financial Accounting

PURPOSE OF THE POSITION

Reporting to the Operations and Finance Manager, you will lead the organisation core finance team by providing high quality internal reporting within an accounting framework which fully complies with organisational policies/guidelines, statutory and sector standards. You will be the go-to person in relation to performing month end closing activities which includes account reconciliation, expense & accounting, payroll and financial records keeping.

KEY DUTIES

- Implement and prepare all financial transaction procedures, to ensure transparent and traceable accounting practices
- Ensure all routine finance tasks, such as accounts payable, cheque issuance, general banking, petty cash etc. are performed accurately and in a timely manner
- Completing month-end procedures, cost allocations, depreciation journals, bank reconciliations and accruals
- In charge of monthly reconciliations of balance sheet control accounts, incl. account payables, account receivables and payroll accounts
- Manage cash flow and treasury and ensure funds are made available as per project needs and lead the cash issuance and acquittal process
- Assist the O&FM in ensuring adequate compliance to organisation internal controls, finance, and procurement policy
- Ensure compliance with relevant legislations (including IRC and Registrar of Companies). Ensure GST, SWT, annual company returns and any other returns that need to be lodged with the government is lodged on time
- Assist the O&FM in project audit and annual institutional audits. Ensure systematic filing of all financial documents and documents
- Review of the staff payroll on a fortnightly basis and manage payroll components including statutory contribution and remittances
- Strengthen local partnerships and/or relationships, e.g., through capacity sharing to support localisation
- Promote and integrate gender equality, disability, and social inclusion into day-to-day work.
- Ensure compliance with CF policies and procedures

QUALIFICATIONS & EXPERIENCE

- Bachelor Degree in Accounting /Finance
- Strong desktop computing skills and accounting systems experience, ideally Sage Intacct and payroll systems
- Minimum of 5 years' experience in financial accounting department managing 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, understanding development in country context and child-focused development programs
- 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

High level administrative and organisational skills, ability to prioritise heavy and varied workload and meet deadline for routine tasks whilst coping with the unexpected

Non-judgment outlook, able and willing to work with people from different backgrounds

Maintain a high level of confidentiality and credibility

Adaptable and flexible, driving and responding to change

CHILDFUND VALUES

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

Department: Support Services (Operations)

Location: Country Office, Papua New Guinea office

Employment: Full-time

Reports to: Operations and 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 international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began work in Papua New Guinea in 1994 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in seven provinces across the country, in both rural and urban settings, with a focus on maternal and child health, nutrition, water and sanitation, education, and child protection and resilience against family and sexual.

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 PHA Assurance Company (PNG) Limited. 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 PNG you will be contributing to our programs which protect, educate and empower children and young people.