

# Finance Coordinator – Programs

## PURPOSE OF THE POSITION

Reporting to the Operations and Finance Manager, you will provide timely and collaborative support to project staff on all financial matters related to grants management. You will lead on project proposal budget development, budget tracking, donor reporting, monthly project financial reports while ensuring compliance with donor guidelines and ChildFund policies.

### KEY DUTIES

- Project budgets preparation by working with the programme team to prepare project budgets while ensuring adequate compliance with internal standards.
- Budget coding and mapping – Working with budget holders, ensure the budgets are coded and comply with the funding budgets. Ensure capturing of cost is within set and agreed dimension codes.
- Support program staff with management and analysis of financials relevant to the project including proactive oversight and analysis of budgets and expenditures (BvA).
- Define and analyse the project budget to ensure that funds are used according to the funding contracts, proposing corrective actions if needed.
- Support the financial accounting team in ensuring month-end procedures including project cost allocations are accurately done.
- 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.
- Partner assessment, management, and capacity building – working closely with OM, map out and carry out partner capacity development plan and ensure full compliance with finance policies and procedures.
- Assist the O&FM in project audit and annual institutional audits. Ensuring systematically filing of all financial documents and documents archiving.
- 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's Degree in Accounting/Finance.
- Strong desktop computing skills and accounting systems experience, ideally Sage Intacct.
- Minimum of 5 years' experience in project finance and managing multi donor funding and grants.
- Experience in managing staff.
- 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
- Adaptable and flexible, driving and responding to change
- Maintain a high level of confidentiality and credibility
- Non-judgment outlook, able and willing to work with people from different backgrounds
- Understanding of development in country context and child-focused development
- High level administrative and organisational skills, ability to prioritise heavy and varied workload and meet deadline for routine tasks whilst coping with the unexpected

### CHILDFUND VALUES

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

**Department:** Finance and Operations

**Location:** Country Office, Papua New Guinea

**Employment:** Full-time, Initial two-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** Head of Operations and Finance

**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 registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part 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 36 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 20 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 Life Insurance Corporation (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 every child being able to play, learn, and grow.**