



CENTRE FOR EXCELLENCE IN FINANCIAL INCLUSION

POSITION VACANCY

FINANCE MANAGER

The Centre for Excellence in Financial Inclusion (CEFI) key role and responsibility is the coordination of all financial inclusion activities and initiatives in PNG by working with financial institutions, government department and agencies, educational institutions, Non-Government-Organisation, faith-based organizations, mobile network operators, companies and service providers to ensure financial services reaches out to the un-served and unbanked population in the country. In expanding the Financial Inclusion activities, CEFI is seeking to recruit dynamic and vibrant professionals for the following position to be based in Port Moresby.

Reporting to the Executive Director, the position is responsible for managing and overseeing the financial management and reporting activities of CEFI.

Key Responsibilities:

- Ensure that all financial functions are carried out strictly under the established financial policies and procedures.
- Preparation of Annual budgets and establish budgetary control procedure
- Ensure timely Bank Reconciliations and the provision of accurate Financial Reports, related to Financial Position, Operations, Budgets, Payables, Receivables and Expenses
- Prepare relevant Board papers for the finance function
- Analyse and interpret financial information and report to the ED with recommendations for further course of action
- Regularly review and update financial systems and processes to ensure they are relevant and including regular training and development of staff
- Ensure that all procurement processes are fully adhered to and comply with the internal Supply and Tender Process
- Ensure that all taxation and superannuation matters are fully addressed and comply with the relevant legislations
- Ensure that all insurance requirements for CEFI are adequately attended to and covered

- Conduct operations of the finance Unit, set goals and objectives, develop trends and projections in line with CEFI Corporate Strategic objectives
- Liaise with External Auditors to ensure timely audits for statutory compliance.

Skills & Qualifications:

- Bachelor's degree in Accounting, Business Finance or Commerce from a recognized institution
- CPA qualification
- Minimum of 5 years' experience in a similar role
- Excellent knowledge of Accounting systems, processes and procedures including excellent procurement knowledge
- A solid understanding of International Accounting Standards
- Working knowledge of financial statutory legislation and regulations
- Working knowledge of finance related software applications (MYOB) and excellent analytical and negotiation skills
- Strong interpersonal, oral & written communication and presentation skills
- Commercial and business acumen with ability to stick to time constraints
- Demonstrated ability to manage, guide and lead employees.
- Knowledge on Human resource management is an advantage

Applicants are required to submit a complete application with supporting documents (CV, Highest Qualification Certificate and 2x References). We encourage electronic applications via email to: info@thecafi.org and address it to CEFI Executive Director, Centre for Excellence in Financial Inclusion, PO Box 1692, Port Moresby, NCD, Papua New Guinea. Applications for this position close on Friday October 23, 2020 at 4:30pm.

ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED.