

Position Description



Position: Manager-Accounting

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.3.2025
PD Approved By (Position Title):	Chief Financial Officer
	KCHCF04

Primary Purpose of the Position

To manage accounting staff who are responsible for financial reporting, billing, collections, payroll and budget preparations for the corporation. The Manager is also responsible for the hiring, training and motivating accounting staff to deliver on their tasks and regularly conducts reviews of control, systems and procedures to promote accuracy and efficiency. The Manager also supports the CFO in providing financial reports on major projects within KCH or the SOEs.

Reporting Relationships

This Position Reports to:

Executive Manager- Finance

Direct Reports:

1. Senior Accountant
2. Project Accountant

Key Working Relationships (Internal & External)

Internal:

- Chief Financial Officer
- Executive Manager -Finance
- Accountant
- Accounts Officer
- General Managers
- Managers
- Finance team
- Legal team

External:

- Bank of PNG
- External Auditors
- Professional Accounting Firms
- Government Agencies

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Must have a Bachelor's of Higher Degree in Accounting or Finance with proven senior accounting experience
- Must have strong understanding of accounting theory
- Must have excellent/advance excel skills
- Must have full membership of CPA PNG or similar equivalent

Skills, Experience and Behavioural Competencies required for this position:

Skills

- Excellent skills in Microsoft word, excel, outlook and intranet
- Ability to plan and organize effectively, to established priorities and meet dead lines
- Good administration skills with attention to detail
- High accuracy and analysing skills
- Excellent communication and interpersonal skills with a customer service focus
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results

Position Description



Experience

Minimum of 5 years' experience in a similar role in a Private organisation

Key Accountabilities

Service Delivery

Deliver timely and responsive Financial services including:

- Assist the Executive Manager – Finance in maintaining accurate books of accounts for KCH, GBT, major projects and subsidiary companies
- Supervision of Accountant and other finance staffs in daily and weekly tasks
- Preparation of daily, weekly, and monthly management reports for KCH, GBT, projects, and subsidiary companies. These include accurate and timely financial reports, cash flow reports and other reports required from time to time.
- Reviews monthly bank reconciliations for all Trusts accounts, and working accounts, and maintains the integrity of cash balances and cash flow systems
- Prepare annual financial statements for KCH, Projects and subsidiary companies in accordance with IFRS standards
- Maintains GL and subsidiary ledgers for KCH, GBT, project and subsidiary accounts by verifying, allocating, posting, reconciling transactions; and resolving discrepancies
- Assist the Manager - Finance in co-ordination of year end audits and preparation of schedules and documents for external auditors
- Assist external auditors for timely completion of external audits and formulate audited financial statements for KCH, GBT, Subsidiaries and Projects for Board approval and issuance of audit report within the statutory deadline as per the KCH Act
- Ensure compliance to accounting standards and KCH policies
- Co-ordinates the timely preparations of on-going reports to Government departments and agencies including draft submissions for funding through the National Budget
- Co-ordinates the provision of timely financial information to Department and Division heads on requested and on-going reports to enable them to carry out their assigned tasks.

Governance

- Ensure all financial activities comply with the Corporations Cost Control requirements
- Comply fully with legal and tax requirements
- Protects organization's value by keeping information confidential
- Secures financial information by completing database backups
- Establish and maintain appropriate financial protocols, taking appropriate actions and supporting the implementation of preventive strategies as required.

Continuous Improvements

Contribute to the effectiveness of the Finance Team including:

- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Contributing to the sharing of knowledge and information within the Finance team
- Continually seeking ways to improve the provision of quality information and services

Planning

Contribute to the delivery of the KCH goals and objectives including:

- Provide input into department's goal setting process
- Prepare and produce annual budgets and forecast financial statements according to schedule
- Plan, assign and review staff's work
- Planning and scheduling own work to meet required timelines and outputs
- Understanding output requirements and clarifying as appropriate
- Managing systems and processes to enable timely and accurate financial administrative recording, reporting and analysis information.

Leadership

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- recruiting, developing and retaining high calibre team members

Position Description



- Participating in the ongoing improvement of Finance policies and procedures

- identifying resource and skill gaps and developing strategies to bridge gaps
- developing operational flexibilities within and between team members
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation
- assisting to drive, encourage and support work life balance initiatives

Business Relationships

Build and maintain productive internal and external relationships, including:

- Development and management of positive relationships with key internal and external stakeholders
- creating and maintaining strong relationships with relevant clients and other key stakeholders
- clarifying stakeholder needs and managing expectations to ensure the delivery of effective outcomes
- delivering services that meet the needs of relevant stakeholders

Team Work

Participate and contribute to an effective and productive team including:

- demonstrate on a daily basis personal behaviours that uphold KCH values
- Contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas
- Active participation in Self Performance, Self-Assessment
- develop a good working relationship with all employees

Incumbent:

Position: Executive Manager, Finance

Signature:

Date:

Signature:

Date: