

Position Description



Position: Executive Manager - Finance

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2022
PD Approved By (Position Title):	Chief Financial Officer
Position Number	KCHCF03

Primary Purpose of the Position

To lead and direct the Accounting, SOE Accounts and Budget and Planning teams to provide comprehensive support to the Chief Financial Officer in achieving the KCH's financial goals and objectives. The role further ensures that appropriate resources are maximized in the delivery of its programs and projects.

Reporting Relationships

This Position Reports to:

Chief Financial Officer

Direct Reports:

1. Manager – Treasury & Debt Management
2. Manager – Accounting
3. Manager – Budget & Planning

Key Working Relationships (Internal & External)

Internal:

- All Chief Officers
- All Executive Managers
- All Managers
- Finance Team

External:

- Accountant at SOEs
- Department of Treasury
- Department of National Planning
- Department of Finance
- Internal Revenue Commission
- Bank of PNG
- Auditor General
- Accounting Firms and Tax Advisers
- Banks and Financiers
- Other related Government Agencies and External Entities

Minimum Requirements for the Position

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

- Masters Degree in Accounting / Commerce,
- Must be CPA or CMA certified and or a member of a relevant professional institution

Skills, Experience and Behavioural Competencies required for this position:

Skills

- Thorough knowledge of KCH policies, programs and financial management systems, accounting, budgeting, and planning processes,
- Oversee cash flow forecast and management, including Generally Accepted Accounting Principles (GAAP)
- Thorough knowledge on company and taxation regulatory requirements, including statutory reporting requirements
- Attention to detail and accuracy in all accounting processes and procedures.
- Exceptional skills to communicate at high level of management
- Ability to coach and mentor teams
- Analytical and strategic thinking
- Relationship Building and Management

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- Problem Solving and Decision making
- Planning, Organising and Directing
- Negotiation and influencing
- Microsoft Office Skills
- Analytical and problem solving skills
- Attention to detail
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising
- Decisiveness
- Negotiating & Influencing
- Relationship Management

Experience

- Minimum 10 years' experience in a senior finance position in the private sector
- Proven experience leading teams in similar roles
- Proven experience in the expert use of accounting systems or softwares
- Proven experience in financial strategies

Key Accountabilities

Finance Operations

Initiate and drive finance and accounting best practice initiatives by:

- providing advice, coaching and support to managers and Supervisors
- managing and participating in financial activities as required to meet accounting requirements
- Work with managers to implement financial & accounting systems to improve business performance
- overseeing the maintenance of financial records for reporting purposes
- Oversee and advise on changes in financial and accounting standards in line with relevant legislations and KCH requirements
- Oversee financial reporting to comply with IRC requirements as wells as company policy
- Ensure policies and procedures are reviewed and updated to be consistent with financial legislation
- Provide direction and collaborate on the review of functions where there are organisational changes
- Coordinate review of financial performance
- Review and update KCH budget annually
- Oversee assistance in the development and update of the KCH Financial Practice Manual
- Oversee payroll expenditures to comply with budget ceiling.

Governance

Ensure the Corporation complies with regulatory, governance and finance practices by:

- keeping abreast of governance, regulatory and finance practices
- taking appropriate actions
- Management of external audits
- supporting the implementation of preventive strategies

Continuous Improvements

Contribute to the effectiveness of the Finance Team including:

- Contribute to the sharing of knowledge and information within the Finance team.
- Continually seeking ways to improve the provision of quality information and financial services

Planning and Reporting

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

- Ensure the corporation's financial objectives are met
- Planning and scheduling financial programs and projects to meet required timelines and outputs
- Understanding output requirements and ensuring targets are met
- Ensure SOEs and KCH's financial reports are submitted on time
- Expenditures is within budget levels

Enduring Business Relationships

Build and maintain productive internal and external relationships to facilitate the delivery of the Financial Services including:

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- Review and update finance policies and procedures and ensure all staff are aware of the changes
- help create and support a climate that encourages receptivity to change and cultural differences

Team Work
Participate and contribute to an effective and productive team
 Including;

- 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 Staff Performance, Self-Assessment
- develop a good working relationship with all employees

Incumbent:

Signature: _____ **Date:** _____

- building and sustaining business relationship with key stakeholders
- Seek to better understand SOEs and stakeholder requirements
- Create and maintain strong relationships and clear lines of communication with SOEs and stakeholders
- Work with key stakeholders both internal and external to achieve the best solution for financial deliverables

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
- leadership and financial advisory services across the SOEs and KCH.
- 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 financial knowledge improvement within the team
- demonstrate daily personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

Position: Chief Financial Officer

Signature: _____ **Date:** _____