



BANK OF PAPUA NEW GUINEA

The Bank of Papua New Guinea is a Contemporary Central Bank and Regulator, employing best practice in the Development of Monetary Policy, Financial Sector Supervision and Payments System.

The Bank of Papua New Guinea seeks a dynamic and results-oriented finance professional with extensive experience in corporate finance and transaction services, and invites expression of interest from suitably qualified and experienced individuals for the following position within the Bank.

MANAGER – ACCOUNTING & PAYMENTS UNIT, FINANCIAL ADMINISTRATION DEPARTMENT

Reporting to the Departmental Head, you will be responsible for the following duties:

- Management of the payroll function and providing team leadership;
- Ensure all accounting records are maintained according to the Central Bank Act and Generally Accepted Accounting Standards;
- Ensure payments are timely processed and within the authorized limits and guidelines;
- Oversee the reconciliation of all relevant Accounts;
- Provide reports with analysis to management as and when required by management;
- Ensure all relevant third party account holders are advised of their balances on a timely basis;
- Ensure the Bank's chart of accounts is reviewed and updated periodically;
- Oversee electronic payments to ensure accuracy and completeness of the payments cycle and necessary checks and balances with effective reporting of incidents managed efficiently;
- Ensure all queries from internal and external clients are promptly registered, managed and attended to based on urgency and date request is requested;
- Ensure staff performance and manpower requirements are efficiently managed to achieve Unit deliverables and key performance indicators through the Bank's performance management system.

Required Qualification/Experience/Skills/Competencies:

- Bachelor's or Master's Degree in Accounting or finance related field;
- 5 – 10 years relevant work experience in preferably a financial management role;
- Have robust technical knowledge in financial & management accounting, audits, taxation, interpretation of financial statements and demonstration of strong analytical reporting;
- Have sound management skills and able to manage a large Accounts Team in a proficient manner;
- Have strong knowledge of computer application softwares. Experience in Oracle Financial System and Alesco Payroll System is preferable;
- Ability to proactively diagnose issues and suggest solutions will be advantageous;
- Affiliation with CPA PNG or CPA Australia is highly desirable.

Interested applicants can download the relevant position description from our website: www.bankpng.gov.pg or email jobs@bankpng.gov.pg to obtain a copy.

How to apply:

All applications should be sent through the following methods:

- a) Email applications to: jobs@bankpng.gov.pg
- b) Apply on: www.pngjobseek.com

Applications should be addressed to:

The Manager
Human Resource Department
Bank of Papua New Guinea
P.O. Box 121

Port Moresby
National Capital District

ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED

Applications close on Friday 14th April, 2017.

Authorised by: **Loi M Bakani, CMG**
GOVERNOR