



## Position Description

Corporate Services Division  
*Finance Section*

<b>Position:</b>	<b>Finance Manager</b>	
<b>Position Type :</b>	<b>Non-Research Contract</b>	
<b>Salary Range:</b>	<b>NRI 12 – NRI 13</b>	
<b>Location and Position No:</b>	<b>Port Moresby, PNG NRI</b>	<b>NR-CD-008</b>
<b>Reporting Relationship:</b>	<b>Reports to Deputy Director, Corporate Services</b>	

### Job Description

#### Position Summary

The Finance Manager is responsible for managing the day-to-day functions of the Finance Section. The position is responsible for overseeing the Finance Section in terms of generating revenue, effectively managing NRI resources, and providing accountable and transparent financial reporting for the Senior Management and NRI Council consistent with the relevant accounting standard and regulations.

#### Key Outcomes

- NRI's finances and resources are managed in accordance with relevant legislation and accounting standards.
- NRI management and other stakeholders are provided with appropriate and required financial reports and advice.
- NRI revenues are maximized through appropriate management and advice.
- NRI staff and clients are satisfied that their financial queries are addressed timely and efficiently.

#### Key Responsibilities

- Perform the role of a Section 32 Officer under Public Finance Management Act 1995.
- Manage the day-to-day functions and staff of the Finance Section.
- Manage records keeping, accounting and payroll systems.
- Perform internal audit controls as an Internal Auditor.
- Prepare and generate accurate and timely Financial Reports on a quarterly and annual basis, as required.
- Ensure compliance with the Treasury Department, Office of the Auditor General, Finance Department, and Donors for Budgets, Audits, and Financial Statements and Reports.
- Identify, develop, and improve systems and processes in the Finance Section.
- Prudent Cash Flow Management in debt collections and payments, and cash investments management.
- Provide oversight for the prudent and transparent management of petty cash.
- Provide accurate and timely maintenance of an Assets Register.
- Provide necessary and updated information for the benefit of staff and management, as and when required.
- Provide quarterly section reports to the Deputy Director Corporate Services.
- Coordinate Tender Committee meetings and take minutes of the meetings.
- Perform any other duties as directed by Deputy Director, Senior Deputy Director or Director.

**Technical Knowledge and Skills**

- Working knowledge of Microsoft Office suite of programs.
- Working knowledge of Accounting Systems (MYOB) and Payroll Systems.
- Working knowledge of cash flow projections and business proposals and analysis.
- Possess leadership skills.
- Possess people management skills.
- Ability to implement Public Finance Management Act and PNG Tax laws.
- Some experience with Government accounting & General Orders (GOs).

**Qualifications and Experience**

- Bachelor Degree in Accounting, Finance, Commerce, Business Administration, Economics or related subjects.
- Certified Practicing Accountant (CPA) will be given more preference.
- At least 5 years Financial Accounting experience in budgeting and controls, auditing, taxation, preparation of financial statements, policy development, and management of accounts.

**Personal Attributes and Skills**

- No criminal record.
- Sober habits.
- Team worker.
- Good communication skills.
- Problem solving skills.
- Works ethically and with integrity.
- Demonstrates accuracy and thoroughness.
- Strives to increase productivity.

**Approved by:**  
**Associate Professor Eugene Ezebilo**  
**Acting Director**