



JOB DESCRIPTION

JOB TITLE: ACCOUNTANT		
DIVISION: Corporate Affairs	BRANCH: Accounting	SECTION: Accounts
REFERENCE NUMBER: TPA.0--	DESIGNATION/CLASSIFICATION: Finance and Budget Officer, Grade 6	POSITION No.: CAD.0--
REPORTING TO: Senior Accountant	DIRECT REPORTS: Nil	LOCATION: Port Moresby
COMPILED BY: Human Resource	CERTIFIED BY: Director Corporate Affairs	APPROVED BY: Mr. Eric Mossman Chief Executive Officer
Date:	Date:	Date:

POSITION SUMMARY:

- The Finance and Budget Officer reports to the Senior Accountant and is responsible for implementing budgeting and financial record-keeping procedures.
- The Finance and Budget Officer create budgets, manage investments, analyze financial data, prepare financial reports, monitor cash flow, and ensure that all fiscal policies comply with the law in the Public Financial Management Act, Public Services General Orders and PNG Tourism Promotion Authority Act.

General Duties

- The Finance and Budget Officer will establish and monitor budgets for government agencies, analyze financial data, make recommendations for funding allocations, and create detailed reports for TPA and stakeholders.
- Develop, monitor and analyze TPA’s budget and identify and analyze financial risk and opportunities and make recommendation to Management.
- Ensure timely and accurate submission of financial reports for TPA and stakeholders.
- Reconciling bank statements and general ledger accounts and preparing and filling out financial documents.
- Stay abreast of industry trends and best practices and provide guidance to Management on Financial matters.
- Attend board submissions/meeting and any other duties as directed by the CEO and Director Corporate Services from time to time.

Quality Customer Service

- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Provide support in creating a high-performing team culture in the Corporate Affairs Division to meet and exceed customer expectations;

Occupational Health and Safety

- Perform duties safely and responsibly by PNGTPA OHSE policies.

Quality of Work

- Ensure to display quality of work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Support to encourage and create a culture of high performance and continuous improvement in the Corporate Affairs Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Degree and/or Diploma in Accounting or related field;
- Minimum 3- 5 years of work experience in a similar capacity in the public or private sector;
- Demonstrated experience at the officer level in accounting for a diverse, complex organization;
- Extensive knowledge and experience in the tourism industry in PNG.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;