



## **POSITION VACANT: PROJECT FINANCE OFFICER - PROMOTING ANTI-CORRUPTION & INTEGRITY STRATEGIES**

Transparency International PNG (TIPNG) is a non-government organization dedicated to fighting corruption in PNG and promoting transparency, honesty and accountability in public and private dealings.

TIPNG is an equal opportunity employer who promotes respect in the work place. We take pride in also offering the following:

- A fun & exciting work environment with the opportunity to contribute to positive societal change
- Training & development for our employees
- Exposure to local, regional & international networks
- A competitive salary to attract the right person
- Access to supportive coaches and mentors

We are embarking on a new and exciting project to systematically strengthen the integrity of national institutions through research, partnership and advocacy for better anti-corruption strategies

TIPNG is looking for suitable applicants to fill this new and exciting position of a **PROJECT FINANCE OFFICER - PROMOTING ANTI-CORRUPTION & INTEGRITY STRATEGIES (PAIS)**.

The Finance Officer will work with the PAIS Team to implement this 2 year project.

### **Responsibilities**

Under the direct supervision of the PAIS Project Manager, the individual will:

- Manage all payments, accounts receivable and accounts payable for the Project
- Maintaining the ledger and preparing monthly bank reconciliations, in close consultation with the Finance Officer
- Track expenses and maintain the pipeline budget in close consultation with the Project Manager
- Maintain accurate and up to date financial and contractual records and a register of fixed assets
- Prepare donor finance reports on time and using the required format;
- Make purchases as directed by the Project Manager

### **Qualification, Experience and Skills**

- Qualification in Accounting from a recognized institution
- Minimum 3 years' experience in NGO Accounting and experience working with donor funds would be an advantage
- Have the ability to work under pressure but remain calm
- Have excellent time management skills and be a team player
- Have high standards of honesty and integrity and meticulous with record keeping
- Be competent in the use of MS Word and spreadsheets on MS Excel
- Be competent in the use of MYOB

Applications must include 3 referees with reliable telephone number and/or email address. Send applications addressed to:

The Executive Director  
Transparency International PNG Inc.  
P O Box 591, Port Moresby, NCD

Applications can be emailed to: [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)

**Applications close on Friday 15<sup>th</sup> May 2020. Only shortlisted applicants will be contacted.**