



## **TRANSPARENCY INTERNATIONAL PNG INC.**

A national chapter of [Transparency International](#)

- *the global coalition against corruption*

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### **Finance Officer – Terms of Reference**

#### **Generic Responsibilities**

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

#### **Specific Responsibilities**

1. Finance
  - Payments
    - Reviewing requisitions and payments before approval by the CEO
    - Managing all payments, accounts receivable and accounts payable
    - Monitor and reconcile Petty Cash daily
    - Reconcile Project Contingency acquittals
    - Weekly payment Data Entry on MYOB
  - Invoices
    - Raise all invoices for TIPNG and follow up on payments
    - Monthly reconciliation with Membership & SASWAC
  - Monthly Financial Reports
    - Maintaining the ledger and preparing monthly bank reconciliations, profit and loss statements and balance sheet
    - Reconciliation and filing of bank statements on a monthly basis with appropriate approval.
    - Supervise the procurement process and ensure compliance to prudent financial principles and value for money.
  - Payroll
    - Preparation of staff Payroll and remittance of statutory returns and ensure compliance with statutory regulations.
2. Assets
  - Annual physical verification of assets
  - Recognition of assets in MYOB
3. Compliance
  - Meeting all TIPNG taxation requirements for IRC and other statutory requirements
  - Applying the financial procedures and requirements as set out in the Financial Procedures Manual
  - Ensuring implementation of sound accounting practice and resource management
  - Formulation, review and implementation of policies, systems and procedures to enhance and ensure efficient management of finances

4. Audit
  - Maintain accurate and up to date financial and contractual records and a register of fixed assets
  - Preparation of TIPNG Financial Books for the annual audit
  - Liaising with auditors to ensure that audits are conducted in a timely manner
  - Ensuring that recommendations made by the auditors are implemented
5. Reporting
  - Preparing regular financial reports to Management, Board and Donors
  - Reviewing data captured in MYOB before YTD Preparation. This will involve checking accuracy of Trial Balance, statement of Financial position, and statement of income.
  - Ensuring National Chapter Financial Information is updated each year
  - Managing communication with external agencies and partners regarding finance management.
  - Preparations of timely and accurate donor and management reports, and budget proposals that includes being responsive to donor conditions.
6. Undertake other office duties as directed including participating in project and other operational work of TIPNG in relation to governance and financial management

Ideals and Abilities:

- Be able to work on non-routine hours as and when required
- Be able to work under pressure & with limited supervision
- Driver's license would be an advantage
- Is organized, proactive, understands basic accounting,

Qualifications & Experience:

- Diploma Accounting/Commerce from recognized institution or higher
- Minimum 3-5 years of experience.
- NGO accounting and experience working with donor funds required
- Computer literate with MYOB accounting package experience
- Computer literate with MS Office, particularly MS Excel
- Good budgeting skills especially set up and reporting using MYOB and spreadsheets

**Closing Date: Friday 26<sup>th</sup> February 2021**

Applications must include:

1. Application Letter
2. CV no longer than 3 pages
3. List of 3 referees with reliable contact details
4. 3 most relevant support documents

Applications can be sent to:

Chief Executive Officer

Transparency International PNG Inc.

P O Box 591, Port Moresby, National Capital District

Email: [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)

Or Delivered to: Transparency International PNG Office, Section 54 Lot 31, Lokua Avenue, Boroko