



Contact Landline: +675 74593108 Email: communications@pngbcfw.org Website: www.pngbcfw.org

POSITION DESCRIPTION

Position Title: Finance and Administration Manager

Employment Type: Full Time

Location: Port Moresby

Reports To: Executive Director

ABOUT THE BUSINESS COALITION FOR WOMEN

VISION: All businesses maximise their economic potential via gender equality.

MISSION: To equip businesses with the relevant resources to achieve gender equality.

The Business Coalition for Women (BCFW) was formed in 2014 by a committed group of business leaders in Papua New Guinea, with the support from the International Finance Corporation (IFC), who came together to develop and share solutions to the challenges they face in accessing, retaining, and promoting female talent. Seven years on, with over 70 companies as members, BCFW is the only professional association to exclusively serve the needs and interests of women working in the formal business sector in Papua New Guinea.

BCFW's strategic planning has identified the following Strategic Pillars as being key to achieving its mission:

Pillar 1) To ensure that all workplaces are safe, free of violence and supportive of staff who are survivors of family and sexual violence.

Pillar 2) Catalyse growth, innovation, team performance – develop women leaders in business through training, mentoring, other talent development initiatives.

Pillar 3) Help companies recognise the business value of women in the workforce.

Pillar 4) Stimulate business growth, continuity, loyalty by expanding opportunities for women owned businesses in supply chains, distribution networks.

POSITION SUMMARY

Finance and Administration Manager

BCFW is a not-for-profit organisation delivering innovative programs to the private sector. To ensure that we continue to provide quality services to the business community we require a person who will manage BCFW's administration and accounting activities.

The role will require a person who has strong leadership capability and is aligned to and passionate about BCFW's direction and mission. The person must be able to provide administrative and logistical support to the operations of BCFW, and can oversee all financial management and planning for BCFW. This includes attention to detail, maintaining a thorough, up-to-date and systematic record of all financial transactions; monitoring BCFW's financial position, preparing monthly and annual financial statements; and provide input and expert advice and guidance on financial matters.



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DUTIES INCLUDE:

Service Delivery

1. Lead and report on all financial activities from planning and budgeting, monitoring, managing, and reporting.
2. Bookkeeping - must be proficient in Xero or similar accounting software.
3. Manage, monitor, and review actual expenditure against budget.
4. Preparation of monthly financial statements for management purposes.
5. Preparation of quarterly and annual financial statements in line with International Financial Reporting Standards (IFRS) for presentation to the BCFW Board.
6. Preparation of financial statements to be submitted to auditor and ongoing liaison with the auditor to resolve any queries.
7. Preparation and lodgement of Internal Revenue Commission (IRC) returns, including income tax return, GST returns, SWT returns and reconciliations.
8. Preparation and reconciliation of fortnightly payroll – proficiency in SmoothPay or similar payroll software.
9. Familiarity with the administration of donor funds, including donor reporting requirements.
10. Meet KPI's as agreed with the Executive.
11. Undertake general administrative tasks as required.

Capacity Building

12. Identify capacity building needs of the team to be able to manage their project budgets or other financial or administrative needs and develop responses to build capacity to address any gaps.

Compliance

13. Ensure financial records comply with legislative requirements, company policies and accounting principles.
14. Have strong working and client-oriented relationships and able to guide compliance with policy and process.
15. Oversee risk and fraud mitigation processes.
16. Contribute to Due Diligence checks of all organisations to receive program funds.

Custody and confidentiality

17. Ensure safe custody of assets including cash on premises.
18. Maintain confidentiality of information related to custody and safe keeping of assets.

People management

19. Facilitate people management / supervision of staff with administrative and financial management responsibilities including capacity building and knowledge exchange and support.

Evaluation and continuous improvement

20. Monitor and evaluate delivery of accounting records and identify improvements and make recommendations to BCFW.
21. Identify and communicate process improvements and efficiencies.
22. Facilitate innovation, capacity building and knowledge exchange.
23. Contribute to team meetings, training, service evaluation and quality assurance activities.

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Reporting

24. Provide monthly financial reports to the Executive Director by the fifth day of the new month.
25. Provide financial reports for presentation at the BCFW Board Meetings and AGM
26. Coordinate and ensure accurate completion of account reconciliations at end of each month.
27. Take necessary and prompt actions to correct discrepancies.
28. Immediately report necessary corrective action of anomalies.

Strategic and operational management

29. Update and/or develop templates and processes relevant to the position.
30. Maintain and reconcile a fixed asset register.
31. Monitor any capital expenditure expenditure.
32. Ensure relevant and timely recording of capital expenditure.
33. Carry out month-end activities.
34. Prepare, update, and circulate dashboard.
35. Reconcile regulatory reporting and returns, liaising and following through any tax items.
36. Support Executive Director with annual budget preparation.
37. Prepare documentation for annual audit and act as the principal liaison with the audit team.

SELECTION CRITERIA

- Degree in Accounting.
- At least ten years' relevant work experience and either holds a recognisable professional accounting accreditation or working towards one.
- Demonstrated knowledge, skills and experience in accounting planning, implementation, and management.
- Experienced in using an online accounting system.
- Demonstrated ability to lead, develop and manage.
- Demonstrated ability to effectively communicate, both orally, in writing and presenting reports.
- Skills in monitoring, analysis, and reporting.
- Ability to work autonomously with well-developed organisational skills.
- Capable of handling work pressure, has a sense of urgency to meet deadlines.
- Strong analytical and problem-solving skills.
- Knowledge and skills in the use of Microsoft Office.

Desirable

- Current Drivers Licence.
- Current Police Check.

HOW TO APPLY

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current resume.
- At least 2 referees.
- A letter outlining your knowledge, skills and experience as described above under 'SELECTION CRITERIA' (2 pages maximum).



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Please submit your resume and letter addressing the selection criteria to communications@pngbcfw.org by **5pm, COB 21st October 2022.**