



## POSITION VACANCY

### Finance Manager - Position #NR-CD-008

Papua New Guinea National Research Institute (PNG NRI) is seeking a highly motivated, purpose-driven and results-oriented individual to fill the Finance Manager position.

#### Key responsibilities:

- Managing the day-to-day functions of the PNG NRI Finance Section and overseeing the section in terms of overseeing in terms of generating revenue, effectively managing NRI resources, and providing accountable and transparent financial reporting of PNG NRI's financial operations to the Senior Management, NRI Council and Government, consistent with the relevant accounting standard and regulations.
- Managing the performance of the staff of the Finance Section.
- Managing records keeping, accounting and payroll systems.
- Preparing and generating accurate and timely PNG NRI financial reports and Finance Section work reports on a quarterly and annual basis, as required.

#### Qualifications and relevant experience required:

- Bachelor's Degree in Accounting or Finance or Commerce, or Business Administration;
- At least 5 years Financial Accounting experience in budgeting and controls, auditing, taxation, preparation of financial statements, policy development, and management of accounts; and
- Be a Certified Practising Accountant (CPA).

#### Other required skills and attributes:

The candidate must possess:

- 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.
- Effective leadership skills.

For eligibility criteria and Job Description, kindly call the **HR Section on Tel: 326 0300/0061** or email [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) for assistance.

- Applications must address the key requirements of the position descriptions.
- The application form must be submitted together with a cover letter, updated CV, **certified copies** of certificates, and academic transcripts.
- Copy of valid Identification (Passport/NID/Driver's License).
- All applications should be addressed to: PNG National Research Institute, P.O Box 5854, Boroko, NCD.  
Attention: The Human Resource Manager

*Applicants who are sending documents via email must clearly title email subject heading as: "Application for Finance Manager - Position #NR-CD-008"*

Applications can be emailed to: [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) or hand-delivered to PNG NRI Reception at PNG NRI Campus, Corner, Waigani Drive and Goro-Kaeaga Road, Waigani, NCD.

For more information, visit us on [www.pngnri.org/Job Opportunities](http://www.pngnri.org/Job Opportunities), or email us on [PNGNRI\\_HR@pngnri.org](mailto:PNGNRI_HR@pngnri.org) or call into our office.

**Application closes at 4:06 pm on Friday 21 October 2022**

Authorised by:  
**Dr Osborne Sanida**  
PNG NRI Director

inquire  
inform  
influence