Terms of Reference / Job Description

Position:	Finance and Administration Assistant (Trainee)
Report to:	Operations Manager, Finance Officer
Location:	Port Moresby

Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organizations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organization:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Finance and Administration Assistance (Trainee) provides support to Caritas PNG's day to day administrative, and financial systems. The role is under the supervision of the Finance Officer and reports to the Operations Manager.

Job Duties

1. Finance – Xero Financial Accounting Software

- Carry out Accounts receivable functions on Xero: generate entries and invoices
- Quality checks for invoices to ensure all meet requirements before processing in Xero
- Scanning of financial forms and documents

2. Finance - General

- Perform daily cashbook updates and manual filing
- Log and file financial records
- Log and update of Asset Registry records

3. HR & Payroll

- Produce fortnightly timesheets for officers using BioPlus
- Register new employees and update records as needed on BioPlus
- File staff leave records

4. Administration

- File and process Asset Request forms
- Monitor and update office supplies & stock records
- Carry out banking errands as needed
- Assist Transport and Logistics Officer in preparing cargo for freighting

General

- Perform other duties as assigned by the Program Manager or National Director.

Job Requirements

The Finance and Administration Assistant is required to carry out his/her duties in accordance with the safeguarding policy including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment, and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

Contract Period

The length of the contract is one year and renewable, subject to mutual agreement.

The Job Description will be reviewed every six months or annually.

Working Conditions, and Travel

The Finance and Administration Assistant shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- Certificate in Finance, HR or Office Administration roles.

Experience and Attributes

- There is no prior administration or finance experience required for this role as the incumbent will be trained. However, it is vital that the incumbent has the following:
- Proven ability to lead or be part of a team, e.g. experience with community service or youth work, showing leadership and integrity
- Strong knowledge of basic accounting and reporting principles
- Excellent organizational, analytical, and communication skills
- Commitment to Caritas values and the Catholic Church's mission

Desirable

- Experience working in a Church setting
- Proficiency in MS Office Suite and accounting software (e.g., Xero)

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The Finance and Administration Assistant shall will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The Finance and Administration Assistant shall may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: cbchr@catholic.org.pg (cc: director@caritas.org.pg) no later than 7th December 2026.

Only shortlisted candidates will be contacted.