

Terms of Reference / Job Description

Position:	Finance Manager
Report to:	National Director
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 Manager is responsible for the overall leadership of the financial accounts function within the organization and support program budgeting and reporting functions. He/she will be responsible for ensuring the best financial controls and management including capacity building; implementing efficient and effective processes; improving and ensuring compliance with internal control systems. He/she will ensure that Caritas' financial requirements and procedures comply with relevant organization and government policies, as well as donor requirements.

Job Duties

- Prepare monthly/quarterly financial and management reporting
- Prepare annual accounts for audit and annual reporting
- Monitor the day-to-day financial operations such as payroll, invoicing, and other transactions
- Complete tax returns and other statutory compliance requirements including superannuation
- Promote and maintain compliance to International Accounting Standards
- Develop and monitor appropriate financial systems, procedures and internal controls
- Provide financial and analytical support to the National Director and Board
- Provide mentoring on financial literacy, including guidance with compiling program budgets and forecasting
- Support the management and programmes team around budgets, spending, reporting and financial accountability
- Performing ad hoc analysis pro-actively or as directed, to provide performance insights that aid growth and focus appropriate resource allocation
- Manage the annual Lenten appeal program in coordination with the Humanitarian Lead
- Supervision and performance management of the finance and admin team
- Oversight of general day-to-day administration
- Perform other duties as may be assigned by the National Director or delegate

Job Requirements

The Finance Manager 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 two years and renewable, subject to mutual agreement.

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

Working Conditions and Travel

The Finance Manager 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 may also require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- University degree in financial management, accounting, business administration, or related field

Experience and attributes

- Minimum of five years management experience, preferably in a Church or NGO environment
- Strategic mindset with the ability to lead, inspire and achieve results in a challenging context
- Demonstrated managerial, supervisory, and leadership skills
- Strong analytical, decision making and strategic planning skills
- Strong knowledge and experience in principles of accounting and financial management
- Ability to analyse financial data, summarize, report, and recommend appropriate actions
- Thorough knowledge of financial policies, procedures, and regulations
- Knowledge and skills in the use of accounting and payroll systems, e.g. Xero and Smooth Pay
- Excellent interpersonal skills and ability to communicate with a diverse set of stakeholders
- Sound judgment, integrity, tact, and discretion in dealing with stakeholders
- Excellent communication in English (written and oral)
- Highly computer literate in MS Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams)
- Ability to mentor, delegate appropriately, and provide guidance to subordinates

Desirable

- Experience in a reputable institution with financial management responsibility
- Experience of working in a development context
- Understanding of major donor compliance regulations
- Commitment to the principles and values of Caritas and the Catholic Church

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 Manager 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 Manager 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: cbcgensec@catholic.org.pg) no later than 30th November 2024.

Only shortlisted candidates will be contacted.