

FemiliPNG

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Job Title: Corporate Manager

Objective: To provide financial management for Femili PNG and to provide leadership to the Femili PNG Corporate Team. The position will ensure that the organizational funds are optimised and controlled by timely adherence with financial management policies, from budgeting, through implementation to reporting. This position will also have broader responsibility for staff working in the areas of HR, fund-raising, administration and logistics.

Report to: CEO

Reports: Admin, Log Assist, Communications Officer

Work Location: based in Lae, but with frequent travel to various provinces

Desirable qualifications and experience:

- Minimum 5 years of experience as a Corporate Manager, Financial Manager, or Financial Controller.
- Diploma/MA degree in Finance and or Accounting. Professional qualification such as CPA or similar will be considered a plus
- A solid understanding of financial statistics and accounting principles
- Good IT skills, including proficient user of financial software e.g., MYOB and Excel
- Able to manage, guide and lead employees to ensure organization's corporate processes are being implemented
- Working knowledge of relevant PNG's legislation and regulations
- Experience in dealing with donors and in writing proposals.
- Experience in managing teams
- HR management experience
- Strong interpersonal, leadership, communication and presentation skills
- Strong leadership skills, encourage teamwork, and sensitive to diversity
- Willingness to work outside of office hours and at weekends depending on the needs, and workload

Responsibilities:

1. Financial Management

- Oversee and implement FPNG's Financial Manual and related systems and guidelines.
- Conduct regular review of the financial manuals and processes; and recommend changes in light of experience and with the aim of improving financial management.
- Responsible for the day to day financial issues e.g. petty cash, staff advances, payment of staff per diem, and payment of purchases.

- Oversee the weekly and monthly cash count
- Ensure that all daily financial transactions are entered timely, coded correctly, and required authorization and documents are complete.
- Analyse and monitor costs, pricing, and appropriateness of expenses versus the actual budget allocation.
- Analyse complex financial management issues that would greatly impact the organization, prepare reports, and liaise with the Executive Management Committee.
- Monitor financial management risks and possible fraud, and take corrective measures to mitigate risks and prevent fraud.
- Liaise with the external auditor on the yearly audit to ensure appropriate monitoring of company finances is maintained, and that audits are prepared and finalized in a timely manner.

2. Budgeting and Reporting

- Conduct regular review of budgets, suggest if changes should be made based on the actual financial performance versus organizations budget projection
- Prepare monthly financial reports, registers and checklists for EMC.
- Prepare monthly, quarterly, and annual financial reports and budgets as required for the Board and for funding donor(s)

3. Administration

- Participate in and provide administrative, strategic planning and operational support and advice to Executive Management Committee (EMC) on administrative matters such as staff management, financial planning, facility management and information services
- Ensure that the assets registry is up to date.
- Ensure all organization's insurances are up to date e.g. that all staff are listed and with up to date insurances coverage.
- Oversee purchase requests and orders, ensuring all procurement guidelines are complied with.
- Manage the organization's contract and leases, ensure that all transactions are all within PNG's legal framework.
- Oversee the work of the Administrator and Logistics Officer.

4. Human Resources

- Ensure that the organization meets all its legal obligations in terms of the salary and wages tax payment, employees benefit and remuneration, and labour law requirements.
- Oversee the Administrator who will have responsibility for HR management.

5. Fundraising

- Oversee the work of the Communications Officer in relation to communications and fundraising.
- Liaise with the Development Manager and Fundraising in developing and writing proposals.
- Develop donor data base, monitor donation receipts and ensure donors are provided with appropriate receipts in a timely manner.