

Position	Senior Project Accountant
Reporting to	Operations Manager
Location	Port Moresby, The Voice Inc Head Quarters
Objective	Management of the organisation’s financial accounts
Key Responsibilities	<p>Senior Project Accountant will ensure that financial accounts are up to date and donor financial reporting requirements are met:</p> <p>Oversee the monthly management accounting/reporting by ensuring:</p> <ul style="list-style-type: none"> • Data entry of all financial transactions • Preparation of accounts work paper file including reconciliation of all balance sheet account balances, bank reconciliations, petty cash reconciliations • Preparation of variance report – actual to budget • Preparation of cash flow statements and forecasts • Preparation of Profit & Loss Statement and Balance Sheet • Posting of month end journals (i.e. long service leave, depreciation, superannuation, tax) • Superannuation lodgements • Review and approval of all receipts and expenditure <p>Payroll</p> <ul style="list-style-type: none"> • Review of fortnightly payroll <p>Donor financial reporting</p> <ul style="list-style-type: none"> • Review of financial reporting to donors • Oversee of project audits • Ensure all financial donor reporting is up to date <p>Year-end reporting</p> <ul style="list-style-type: none"> • Preparation of accounts for institutional audit • Oversee institutional audit <p>Taxation compliance</p> <ul style="list-style-type: none"> • Oversee lodgement of monthly tax lodgements and ensure all tax compliance is to date • Preparation and lodgement of annual income tax returns <p>Inventory/Asset Register</p> <ul style="list-style-type: none"> • Oversight and updating of the inventory register • Oversight and updating of the fixed asset register

Selection Criteria	<ol style="list-style-type: none"> 1. Have a degree in Accounting or Business Studies degree with major in accounting) 2. Must have three years minimum experience working in a management accountant role preferably working in the NGO sector. 3. Not necessary but highly desirable if can use MYOB Accounting Software 4. Must have a driver's license
Remuneration	Rates are competitive with level of experience.
Application Process	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume 2. Response to selection criteria of no more than 2 pages 3. Optional Cover letter of no more than 1 page <p>To: info@thevoicepng.org</p> <p>Deadline for applications is: Friday 3rd of May 2024. For more information call: 7203 2055 or email us on the above address.</p>