

## Position Description

Vacancy Title: **Finance Manager**

Location: **Port Moresby**

### Objective

The Finance Manager will oversee Pactrade PNG Ltd's financial health, preparing reports, managing investments, and developing financial strategies to achieve long-term goals, while also ensuring compliance with financial regulations. This position directly reports to General Manager, Pactrade PNG Limited and dotted line to CFO, CJ Patel Group.

### Outcomes

#### Organisational Stakeholders

##### 1. Financial Services Managed

- Budgeting and forecasting and Debtors and cash flow Management.
  - Ensure compliance with all local statutory and regulatory laws.
  - Manage debtors and creditors ledger and carry out journal entries and month end close work.
- Financial reports are accurate, timely and on current template for sound decision making
- Monthly reconciliation of accounts are timely and accurate
- Payroll is accurate and timely at all times
- Quality cost-benefit analysis for new products, capital acquisitions and markets ensured
- Gross margin control as per budget
- Promotion planner and supplier chargeback
- Enterprise risk management coordination, reporting and managing finance related risks including insurance and licenses ensured
- Assets (tangible and intangible) in the organization managed
- Audits managed on an accurate and timely basis
- Month and year end processes are accurate and timely

##### 2. Financial Planning and Analysis

- Due diligence of financial proposals and projects are completed accurately and on a timely basis
- Business intelligence reporting to management is accurate and timely
  - Changes to the company's business environment communicated on timely basis
  - Comparative analysis of the company's business performance against competitors' performance and market trends ensured
- Financial data analysis conducted to identify trends, and forecast future performance.
  - Identify, assess, and manage financial risks, developing strategies to mitigate potential losses.
  - Manage investments and ensure optimal returns.
  - Advise on financing options and capital expenditures.
  - Financial proposals and projects
  - Cash flow planning and forecasting
  - Analyze costs, identify areas for cost reduction, and implement measures to improve financial efficiency
- Manage product costing, Stocktake and reconciliation functions.

##### 3. Financial Reporting and Well Informed Management

- Financial statements and reports produced on an accurate and timely basis
  - Cost analysis and rate studies ensured
  - Statements and reports of estimated future costs and revenues ensured
  - Financial ratio and reporting to management ensured
  - Quarterly board papers to the Board of Directors prepared on a timely and accurate basis
  - Ad-hoc financial reports provided as required on accurate and timely basis
- Provide timely and accurate statutory and management reporting including Budgeting and forecasting and Debtors and cash flow Management.
- Financial expertise and advice provided to Pactrade team and senior management and other stakeholders to support informed decision-making.

##### 4. Statutory and Operationally Compliant organization

- Statutory and operational compliant Finance accounts
  - Compliance to statutory and financial reporting regulations, accounting standards, policies and procedures
  - Companies Act
  - Tax
  - Superannuation
  - Licenses
- Registry and record keeping of source documents and reconciliations ensured
- Oversee financial & inventory audits and reporting processes.
  - Auditor's recommendations are implemented in a timely and accurate manner
  - Liaise with auditors and external stakeholders.

#### 5. Leadership of the department [People]

- Supervision of and professional guidance to staff ensured
  - On the job training and guidance provided
  - Performance metrics and KPI's set for reporting staff and monitored
  - Workforce that are productive, efficient, motivated and supported
- Work collaboratively to achieve the set targets and goals
- Training needs and competency gaps of staff assessed and managed in partnership with reporting head.
  - Annual performance appraisal completed
  - Skills gaps identified and supported for upskilling.
- Succession planning ensured

#### 6. Safe work environment promoted and ensured at all times

- Workplace safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
- Systems assist in the identification and elimination of work place hazards on an on-going basis

#### 7. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values
- Confidentiality of business, financial and operational information ensured at all times

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
<b>Customer</b>	
Commercial Focus	Optimize the commercial viability of the organisation.
Organisational Values	Display the organisation's image and value standards.
<b>People</b>	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Self-Management	Manage your priorities and objectives efficiently and effectively
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting and Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting/Finance	

## Work Knowledge and Experience

Relevant experience in finance, accounting, or financial management as a Finance Manager or similar capacity.

Professional certifications, such as CPA or CFA is desirable.

Strong product costing, analytical, problem-solving, and communication skills are necessary.

Expertise in financial software and accounting systems is important.

Ability to lead and manage a team is crucial. Proficiency in Microsoft 365 applications with expertise in Excel required.

Sound knowledge of accounting principles, standards, and regulations and FMCG industry.

Willing to work and relocate to Papua New Guinea.

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Chartered Professional Accountant (CPA)

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	
	Management Team	
	Finance Team	
	Warehouse Team	
	Sales Team	
	All employees	
<b>External</b>		
	Regulators	
	Taxation Authority	
	Statutory Authorities	
	Suppliers	
	External Auditors	
	Legal Team	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Decisive	Reaches conclusions, promptly and firmly.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

### How To Apply

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### Contact for Enquiries

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Further Contact Information: --

**Closing Date:** 25 Jan 2026