

## Position Description

Vacancy Title: **Accountant**

Location: **Port Moresby**

Reports To: **None**

### Objective

The Accountant is responsible for ensuring accurate financial reporting, strong financial controls, and effective management of accounting functions within a fast-paced FMCG sales and distribution environment. The role will support business performance through timely reporting, cost analysis, and close collaboration with operations and sales teams. Position reports to Finance Manager, Pactrade PNG Limited, Papua New Guinea.

### Outcomes

#### Organisational Stakeholders

#### 1. Financial services managed

- Timely and accurate financial statements prepared, including profit & loss, balance sheet and cash flow reports.
  - monthly, quarterly, and annual financial statements prepared
  - Timely and accurate reporting ensured in line with company policies
- Monthly, quarterly, and annual financial close processes supported, ensuring all entries, accruals, and reconciliations are completed on schedule.
- Detailed balance sheet reconciliations performed and proactively investigate and resolve variances.
  - Reconcile bank statements and general ledger accounts
- Full AP/AR functions managed, including supplier payments, invoicing, credit control, and collections.
- Finance Manager assisted in budgeting, forecasting, and variance analysis, delivering clear reports.
- Cost of goods sold (COGS) and margins tracked.
- Weekly and FN payroll processing reviewed and approved for banking
- Stock reconciliations conducted and variances investigated.
  - assist with periodic stock takes.

#### 2. Operational, Regulatory and Statutory Compliance Ensured

- Compliance with PNG tax regulations and statutory requirements ensured.
  - Statutory and operational compliant Finance accounts
    - Compliance to statutory and financial reporting regulations, policies and procedures
    - Companies Act
    - Tax
    - Superannuation
    - Licenses
  - Prepare and file tax returns (GST, corporate tax, etc.)
  - Liaise with external auditors and regulatory authorities
- Registry and record keeping of source documents and reconciliations ensured
- Auditors recommendations are implemented in a timely and accurate manner
- Internal control systems maintained and improved.
- Financial risks identified and mitigation strategies recommended.
- Adherence to company financial policies and procedures ensured.

#### 3. Supply Chain Function Supported

- All supply chain processes and procedures are properly followed, documented, and aligned with company policies and internal controls
- Goods Received Notes (GRNs) verified that is is accurately raised upon receipt of stock and that all supporting documentation is properly recorded and filed for audit purposes
- Stock levels across warehouses and distribution points monitored, ensuring optimal inventory holding and minimizing stock-outs or overstocking
- Support validation of demand forecasting processes by analyzing historical sales data, trends, and inventory movements
- Oversee reconciliation of inventory records within the accounting system against physical stock
- Coordinate and participate in periodic stocktakes, ensuring accuracy, completeness, and proper documentation
- Perform stock movement tracking and reconciliations, identifying discrepancies and investigating variances
- Monitor and report on slow-moving, near-expiry, and obsolete stock, ensuring timely action and proper financial provisioning
- Track and report inventory shrinkage, identifying root causes and recommending corrective measures
- Strong internal controls over inventory and supply chain transactions maintained.
- All inventory-related transactions are accurately captured for month-end close and financial reporting

#### 4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision and day-to-day guidance provided to direct reports within the finance and accounting function.
- Tasks and responsibilities allocated to ensure efficient workflow, timely processing, and adherence to reporting deadlines
- Work performed by team members reviewed to ensure accuracy, completeness, and compliance with company policies and accounting standard
- Team activities managed and coordinated during month-end close, ensuring all deliverables are completed on time and to required standards
- On-the-job training, coaching, and mentoring provided to develop team capabilities and improve overall performance.
- Training and development initiatives supported for continuous improvement
- Support Finance Manager in fostering a culture of accountability, teamwork, and continuous improvement within the finance function.
- Performance issues addressed proactively and support disciplinary processes where required, in line with HR policies.

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

- Work place 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

#### 6. Teamwork and cooperation

- Cooperation within the team and greater function / department
  - Sales and operations teams supported with financial insights
  - Financial data analyzed to improve profitability and efficiency
  - Work collaboratively to achieve the set targets and goals
- Assistance provided in system improvements and process automation
- Cooperation across functions / departments.

#### 7. Organization's values upheld and demonstrated at all times

- Organization's image, standards, and professional conduct in all interactions and business activities upheld and consistently demonstrated.
  - Actively monitor, guide, and encourage team members to uphold the organisation's image, behaviour, and value standards.
  - Lead by example in fostering a culture of accountability, collaboration, and continuous improvement
- Promote organization's core values — Respect, Integrity, One Team, Excellence, and Family — in day-to-day operations, decision-making, and team interactions.
- Strict confidentiality and integrity of financial and business information maintained, ensuring sensitive data is handled, stored, and communicated securely at all times.
- A positive, inclusive, and high-performance work environment aligned with company policies and ethical standards built and maintained.

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
<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 and Finance, Business Management or Business Administration or related fields	

## Work Knowledge and Experience

- Minimum 4 years of finance experience as an Accountant or in a similar capacity preferably in FMCG or distribution.
- Strong knowledge of accounting principles and financial reporting.
- Proven knowledge of AR, AP, supply chain, cost accounting, payroll and budgeting.
- Experience with financial reporting requirements and general ledger.

High attention to detail and accuracy.  
Proficiency in accounting software and Excel.  
Strong analytical and problem-solving skills. Ability to meet deadlines and manage multiple priorities.

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Finance Team	
	Warehouse Team	
	Management Team	
	Sales Team	
<b>External</b>		
	Statutory Authorities	
	Taxation Authority	
	Customers	
	Suppliers	
	Regulators	

## Attributes

### Behavioural Styles

- Detail oriented** Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity** Adherence to moral and ethical principles; soundness of moral character; honesty.
- Accountable** Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Resilient** Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

- Objective** Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
- Perceptive** Shows keen insight and understanding of issues or situations.
- Forthright** Speaks out frankly without hesitation, showing a direct manner.

### Thinking Styles

- Analytic** Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- 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: 16 May 2026