
Position Description

Vacancy Title: **FINANCE & OFFICE MANAGER**

Location: **Port Moresby, Papua New Guinea**

Objective

The Finance and Office Manager will play a critical role in ensuring the financial, administrative, warehouse, logistics, and compliance operations of the Telecom Tower Managed Services company are managed efficiently, professionally, and in full compliance with Papua New Guinea statutory requirements and Group governance procedures. The role requires close coordination with the Group Finance Team at Headquarters (HQ) to support monthly and quarterly financial reporting, P&L consolidation, cashflow forecasting, AP & AR management, payroll administration, tax compliance, procurement coordination, and operational finance governance. The successful candidate will also oversee warehouse administration, stock and asset management, logistics coordination, and ensure adherence to international warehouse and inventory control standards including FIFO methodologies. This position requires a highly organized and commercially aware finance professional capable of operating in a fast-paced telecom infrastructure environment with multiple concurrent projects, remote site logistics, and strict operational deadlines. Reports To Managing Director and dotted line to Group Finance Manager

Outcomes

Organisational Stakeholders

1. Financial Coordination, Reporting & Governance

- Coordinate closely with the Group Finance Team at HQ to consolidate monthly and quarterly financial expenses, management accounts, and P&L reporting.
 - Prepare and submit accurate monthly and quarterly financial reports, cashflow forecasts, budgets, and variance analysis reports.
 - Support annual budgeting processes, financial planning, and operational forecasting activities.
 - Monitor financial performance against budgets and identify financial risks, variances, and corrective actions.
 - Maintain strict financial controls and ensure compliance with Group financial governance procedures.
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2. AP, AR & Treasury Management

- Manage Accounts Payable (AP) and Accounts Receivable (AR) processes, including vendor reconciliation, invoice verification, customer follow-up, and payment tracking.
 - Follow up on outstanding receivables and coordinate with operational teams and customers to ensure timely collections.
 - Coordinate payment processing and financial approvals through Asana workflows in collaboration with HQ Finance.
 - Manage office petty cash and ensure proper reconciliation, approval, and reporting procedures are maintained.
 - Perform monthly bank reconciliations and resolve discrepancies in a timely manner.
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3. Taxation, Compliance & Statutory Reporting

- Coordinate with local authorities to ensure timely and accurate filing of all statutory obligations including GST/VAT, income tax, payroll tax, withholding tax, and other statutory filings.
 - Prepare and coordinate monthly and quarterly tax submissions and compliance reporting.
 - Liaise directly with PNG tax authorities, auditors, and statutory bodies on finance and compliance matters.
 - Maintain accurate records of all tax submissions, payments, and compliance documentation.
 - Support external audits and ensure all documentation is audit-ready.
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4. Payroll & Human Resource Financial Administration

- Manage and coordinate monthly payroll processing in compliance with Papua New Guinea labour laws and company policies.
 - Ensure statutory deductions including NASFUND contributions and other employee obligations are processed accurately and on time.
 - Maintain employee payroll records, leave records, and HR financial documentation.
 - Assist management with salary budgeting, employee cost analysis, and HR administrative support with
 - close coordinate with HQ HR Team and following HQ governance Procedures.
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5. Warehouse, Logistics & Asset Management

- Provide oversight and administration of warehouse operations and warehouse personnel.
 - Ensure stock management practices adhere to international warehouse and logistics standards, including FIFO inventory methodologies.
 - Manage logistics coordination for all inbound and outbound stock movements between suppliers, warehouse facilities, and project sites.
 - Maintain accurate inventory and stock reconciliation records.
 - Control and maintain the Company Asset Register including fixed assets, tools, equipment, and assets issued to employees.
 - Conduct periodic stock counts and asset verification exercises.
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6. Project Financial & Operational Support

- Support project teams with budgeting, expense tracking, procurement coordination, and project financial reporting.
- Ensure project-related expenses are accurately recorded and remain within approved budgets.
- Provide operational finance support to remote infrastructure deployment activities and logistics operations.

7. Administrative Duties & Office Management

- Oversee office administration including procurement coordination, vendor management, insurance coordination, and office operational support.
- Coordinate PO processing, invoice tracking, payment follow-ups, and procurement workflows through Asana with HQ Finance.
- Coordinate with external service providers including banks, auditors, legal advisors, insurers, and consultants, when required.
- Ensure company records, filing systems, and compliance documentation remain organized and up to date.
- Interface with HQ finance and HQ Human Resources for all governance procedure coordination.
- Assist the Managing Director develop company wide SOPs as per HQ governance.

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance, Business Management or Business Administration or related fields	
Desirable		
Certificate	CPA, ACCA	

Work Knowledge and Experience

Minimum of 5 years of experience in finance, administration, logistics, or operational support roles, preferably within telecom, infrastructure, construction, or FMCG industries.

Strong understanding of financial reporting, tax regulations, payroll compliance, and accounting principles.

Experience with ERP/accounting systems, procurement workflows, and Microsoft Office applications.

Strong organizational, analytical, and problem-solving skills.

Ability to manage multiple priorities in a fast-paced operational environment.

Excellent communication, coordination, and stakeholder management skills.

High attention to detail, integrity, and commitment to compliance.

Experience in Papua New Guinea would be desirable.

Requirements

Language Proficiency

Excellent command of English

Other Required Statements

Work Environment

The role is based in Port Moresby, Papua New Guinea, and may require occasional travel to project warehouses, and Group offices at HQ. The environment is operationally intensive and fast-paced, requiring flexibility, professionalism, and the ability to work under pressure while supporting critical national infrastructure projects.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Legal / Contracts / Compliance (as applicable)	
	Management Team	
External		
	Statutory Authorities	

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.

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.

Thinking Styles

- Analytic: Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Disciplined/Systematic: Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

How To Apply

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Contact for Enquiries

Contact Name: The HR Team

Contact Email: hr@kacific.com

Further Contact Information: --

Closing Date: 10 Jul 2026