



## POSITION: PROJECTS ACCOUNTANT

The Voice Inc. (TVI) is a dynamic youth development organization that believes in the power and potential of young people.

<b>Position</b>	Projects Accountant
<b>Reporting to</b>	Operations Director
<b>Location</b>	Port Moresby, The Voice Inc Head Quarters
<b>Objective</b>	Management of the organisation's financial accounts and timely reporting to Senior Management and funding partners.
<b>Length/ Timing</b>	Duration of projects subject to a 3 month probation
<b>Key Responsibilities</b>	<p>Projects Accountant will ensure that financial accounts are up to date and donor financial reporting requirements are met:</p> <p><b>Monthly management accounting/reporting</b></p> <ul style="list-style-type: none"> <li>▪ Data entry of all financial transactions</li> <li>▪ Preparation of accounts work paper file including reconciliation of all balance sheet account balances, bank reconciliations, petty cash reconciliations</li> <li>▪ Preparation of variance report – actual to budget</li> <li>▪ Preparation of cash flow statements and forecasts</li> <li>▪ Preparation of Profit &amp; Loss Statement and Balance Sheet</li> <li>▪ Posting of month end journals (i.e. long service leave, depreciation, superannuation, tax)</li> <li>▪ Superannuation lodgements</li> <li>▪ Review and approval of all receipts and expenditure</li> </ul>

	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of fortnightly payroll</li> </ul> <p><b>Donor financial reporting</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of financial reporting to donors</li> <li>▪ Oversee of project audits</li> <li>▪ Ensure all financial donor reporting is up to date</li> </ul> <p><b>Year-end reporting</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of accounts for institutional audit</li> <li>▪ Oversee institutional audit</li> </ul> <p><b>Taxation compliance</b></p> <ul style="list-style-type: none"> <li>▪ Oversee lodgement of monthly tax lodgements and ensure all tax compliance is to date</li> <li>▪ Preparation and lodgement of annual income tax returns</li> </ul> <p><b>Inventory/Asset Register</b></p> <ul style="list-style-type: none"> <li>▪ Oversight and updating of the inventory register</li> <li>▪ Oversight and updating of the fixed asset register</li> </ul>
<b>Remuneration</b>	Rates are competitive with level of experience.
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. Have a degree in Accounting or Business Studies degree with major in accounting)</li> <li>2. Must have three years' minimum experience as a management accountant preferably working in the NGO sector.</li> <li>3. Need to know how to use MYOB Accounting Software</li> <li>4. Must have a driver's license</li> </ol>
<b>Application Process</b>	<p>To apply please email:</p> <ol style="list-style-type: none"> <li>1. Your Resume</li> <li>2. Response to selection criteria of no more than 2 pages</li> <li>3. Optional Cover letter of no more than 1 page</li> </ol> <p>To: <a href="mailto:info@thevoicepng.org">info@thevoicepng.org</a>  Deadline for applications is: 5:00pm 31 October 2018. For more information call 7203 2055 or email us.</p>