



## Papua New Guinea Institute of Medical Research

### **JOB VACANCY: ACCOUNTS OFFICER**

The Papua New Guinea Institute of Medical Research (PNGIMR) is a statutory arm of the Government of Papua New Guinea whose prime aim is to undertake Health Research services into the major health problems affecting the people of PNG.

The Institute's Corporate Affairs and Support Services division is seeking to recruit a suitable qualified candidate to immediately fill in the position of Accounts Officer based at the institute's head office in Goroka, EHP. Reporting to the Finance Manager, the candidate will be required to primarily undertake accounts receivable functions and also assist in other accounting and administrative responsibilities of the Finance Unit.

Job requirements:

- Must possess tertiary qualification in accounting or business (preferably at undergraduate level)
- Must have a minimum of 3 years experience working in similar role
- Good experience with MS office applications including popular accounting software packages
- Ability to produce routine financial reports for Project Managers including Management
- Ability to meet deadlines with a high level of attention to detail and accuracy
- Good record management
- Team player and able to work with minimal supervision
- Ability to communicate effectively and interact with wide range of colleagues and stakeholders of diverse background and nationalities
- Able to networking and willing to supervise junior staff and or students for on the job training
- Demonstrated integrity, maturity and of clean reputation
- Membership of CPA PNG or other professional bodies would be an advantage

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The position is offered on a fixed term contract with options for renewal depending on performance. Salary commensurate with experience and qualification. Applicants will be required to provide a police clearance at some stage in the recruitment process. Accommodation is not a condition of employment.

Applications must include a cover letter, copies of certificates and a resume that includes the name and contact details of three referees. Applications should be delivered to:

The Human Resource Manager, PNGIMR, P O Box 60, GOROKA, EHP, 441, Papua New Guinea or email to [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg) before **Friday 31<sup>st</sup> of March, 2023.**

**'Only short listed applicants will be contacted for an interview'**