



## **Papua New Guinea Institute of Medical Research**

### **JOB VACANCY: PROJECT FINANCE OFFICER**

The Papua New Guinea Institute of Medical Research (PNGIMR), a statutory body of the Government of Papua New Guinea, is dedicated to addressing major health problems affecting its people through robust health research.

We are seeking a suitable, experienced, and purpose-driven candidate to fill the role of Project Finance Officer at our head office in Goroka, EHP. This position offers an exciting opportunity to provide comprehensive accounting, financial, and analytical support for research projects within the Institute's Surveillance and Outbreak Unit.

#### **Key Responsibilities:**

- Provide detailed financial reports, including analysis of current and expected long-term expenditures against budget, to Principal Investigators, donors, and relevant staff.
- Engage in various accounting tasks as directed by the Unit Head and Principal Investigators.
- Prepare salary recharges across multiple projects.
- Perform monthly bank reconciliations for selected accounts under different projects.
- Verify purchase and receipt invoices for various units.
- Process all accounting transactions accurately and promptly.
- Maintain reconciled accounts for the projects.
- Systematically organize documents and invoices to support account transparency.
- Conduct monthly bank account reconciliations.
- Prepare cash flow forecasts.
- Assist in planning and preparing the annual work program and budget.
- Ensure adherence to internal control procedures.
- Assist in the preparation of quarterly Interim Financial Reports and annual financial statements.
- Support both internal and external audits of the project.

#### **Job Requirements and Attributes:**

- Bachelor's degree in Accounting, Commerce, or Finance from a recognized tertiary institution.
- At least 3 years of experience in a similar role.
- Proficiency with MS Office and popular accounting software packages.
- Ability to produce routine financial reports for the Unit Head and management.
- Exceptional attention to detail and accuracy, with the ability to meet deadlines.
- Effective record management and strong analytical skills.

- Excellent teamwork skills and the ability to work independently with minimal supervision.
- Strong communication skills and the ability to interact with colleagues and stakeholders from diverse backgrounds and nationalities.
- Demonstrated integrity, maturity, and a clean reputation.
- Membership in CPA PNG or another professional body is advantageous.

**Terms of Employment:**

This position is offered on a fixed-term contract with potential for renewal based on performance. Salary is commensurate with experience and qualifications. Successful applicants will need to provide police clearance during the recruitment process.

**Application Details:**

Please submit a cover letter, copies of certificates, and an updated resume with contact details for three referees to:

The Recruitment Team  
PNGIMR, P.O. Box 60  
GOROKA, EHP, 441  
Email: [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg)

**Application Deadline:** Friday, June 14, 2024.

PNGIMR is an Equal Opportunity Employer and adheres to a Child Protection Policy.

Please note that only successful candidates will be contacted for an interview.