



## VACANCY ANNOUNCEMENT

The Wildlife Conservation Society (WCS) is an international non-governmental organisation committed to working with communities, government and other partners to manage wildlife and wild places for biodiversity and human well-being.

WCS is recruiting for a **Full-Time Finance and Administration Officer** to manage the WCS Field office financial management systems, procedures, standard and maintain financial accountability and reporting on a timely manner. This position is also responsible for the overall administrative functions of the Wewak field office and offers support to Goroka Team. This position is based in Goroka, Eastern Highlands Province.

### **Job Summary:**

The main objective of this position is to manage the WCS Field office financial management systems, procedures, standard and maintain financial accountability and reporting on a timely manner. This position is also responsible for the overall administrative functions of the Wewak field office and offers support to Goroka Team.

### **Major Responsibilities:**

#### **Advance Employee expenses**

- Process employees related advances and expenses in compliance with the WCS policies and procedures and relevant donor requirements for the Sepik region and support all other offices as required.
- Process the Employee related advance acquittal forms and complete reconciliation as required – including banking lodgments.
- Prepare the JV journals for the Employee Advance Forms and Acquittal for month end processing
- Prepare the Employee Advance Balance Account on a monthly basis for month end reports.
- Ensure all documentation is appropriately filed
- Work with the program team to ensure that all internal policies and procedures are adhered to (where necessary provide training to the program staff on paperwork requirement and timelines)

#### **Processing of local expenses**

- Process non-employee program expenses including reviewing and checking all required documentation in relation to donor requirements.
  - Ensure correct procurement process has been followed
  - Ensure appropriate signatures have been obtained
  - Check amount and purchase requisition
  - Ensure correct coding
- Process the Expense payment via online banking or petty cash appropriate
- Prepare the JV journals to process expenses in SAP

#### **Petty Cash**

- Daily processing of petty cash – advances and expenses and ensure all documentations are in compliance with the WCS policies and procedures and relevant donor requirements.
- Prepare the JV journals to process petty in SAP and ensure correct coding,
- Reconcile petty cash on daily basis
- Process cash counts for end of month check.

#### **Payroll Process**

- Update Payroll System for all new employees, leavers and any additional changes in time for the bi-weekly payroll. Work with finance and payroll support officer and HR manager to ensure all HR confidential information is up to date

- Work with Finance and payroll Support officers to ensure any changes to bank accounts are cross checked.
- Process the bi -weekly payroll ensuring all deductions are correctly processed – Salary Save, Appropriate PNG taxes, pensions and superannuation.
- Obtain appropriate approvals for the bi- weekly payroll.
- Ensure all employee salary payments are appropriately financed – including any Salary Save payments.
- Process monthly GST lodgment to the tax office and follow up of GST rebates and tax returns.
- Provide necessary information and pay slips to the employees after each pay period ending.
- Prepare JV journal for the payroll run payment.

#### **Payroll accounting in SAP**

- Collect time sheets and prepare JV to allocate payroll costs to appropriate Grants and Funds based on the timesheet-% splits
- Post JVs in SAP and review journals to ensure that payroll journals are reconciled
- Ensure Net Pay Balance sheet account is reconciled and cleared
- Ensure that all local PNG Accounting and tax reporting requirements are met and timely submission is done to the IRC (Tax department) for the Salary and Wages Tax.
- Prepare all Payroll related Balance Sheets
- Follow up with IRC in relations to refunds.

#### **Banking**

- Control and monitor WCS cash position, daily bank reconciliation and monitor bank activities daily to ensure adequate cash in bank account. Update Finance Manager when cash required
- Manage cash across all PNG bank accounts so that each individual bank account has adequate cash for the current month's cash requirements. Transfer cash across banks is required
- Work with program teams to obtain upcoming cash requirements and update Finance Manager to ensure that monthly cash requests are up to date

Ensure Bank reconciliations and petty cash are processed on a daily basis.

#### **Minimum Requirements:**

##### **Education/Credentials**

- A degree in accounting / Business Administration or qualification from a recognized professional accounting body (CA/ACCA)
- Proficiency with use of Able Payroll System or other related systems

##### **Experience**

- Requires a minimum of 3 years accounting and administrative management experience
- Exposure to non-profit sector (NGO, International organisations) is an added advantage

#### **Critical Knowledge, Skills and Abilities**

- Good analytical and problem-solving skills
- Preferably familiar with requirements of different donors.
- Good knowledge of accounting system(s).
- Competent in the use of Microsoft Office such as Word, Excel and PowerPoint etc.
- Require knowledge of financial systems, internal controls and procedures
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Excellent multi-tasking, organized and follow-up skills,

#### **Application process**

Please send an up-to-date CV and letter of interest to [akakau@wcs.org](mailto:akakau@wcs.org) with the subject line: **Application for Goroka Finance and Administration Officer**. Applications close: **Friday 30 January 2026 at 5pm**.

Due to large feedback, if you should not hear back within a week after application close, please consider your application unsuccessful. Only shortlisted candidates will be contacted for interviews.

**WCS is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate.**