



## VACANCY ANNOUNCEMENT

<b>Position:</b>	<b>Finance and Administration Officer</b>
<b>Reports to (Supervisors):</b>	Finance Director, with dotted line to Program Manager
<b>Location:</b>	Lorengau, Manus , Papua New Guinea
<b>Country Program:</b>	WCS Papua New Guinea Program
<b>Position Type:</b>	Full-Time
<b>Expected travel:</b>	If/when needed to field offices or other location

### **Organization Background:**

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity.

### **WCS Papua New Guinea Overview:**

WCS works with local communities and provincial, national and international partners, to sustainably manage and conserve the biodiversity and cultural values of Papua New Guinea's wildlife and wild places. WCS PNG vision is "Gutpela sindaun, gutpela bus, gutpela solwara" ("Empowered people with healthy forests and seas").

### **Job Summary:**

The main objective of this position is to manage the WCS Manus office financial systems and administration procedures, and also provide administration support to ensure financial compliance to both WCS and donors requirements and the smooth running of its financial operations.

### **Major Responsibilities:**

- Take the lead on the Manus Office finances.
- Ensure that expenditure is incurred in accordance with the financial procedures prescribed in the WCS Global Admin and Finance Manual, operational guidelines, legal agreements, donor requirements and local law.
- Take responsibility for the timely and correct payment of office bills and other payables, as directed.
- Oversee WCS Manus BSP bank account to track expenditures and deposits and ensure that there is money to fund field operations.
- Manage the banking, petty cash, field staff advances / acquittals, reconciliations, etc.
- Create the accounting entries for the Manus Office on a weekly basis and submit to the Senior Finance Officer for upload to the accounting system.
- Perform the monthly cash count and ensure all supporting documentation is collated and has been correctly completed.
- Complete and send monthly financial reports to the Senior Finance Officer in Goroka, and respond to questions and queries via email and telephone.
- Assist and maintain the Manus office with field equipment (maintain Assets Register, general care and maintenance, etc.).
- Assist the WCS Manus Team leader to track the budget and expenses according to the budget.
- Support the Grant Finance and Compliance Coordinator with necessary preparation of internal and external audits.
- Obtain quotes and other procurement processes as advised by the Manus Program Manager ensuring compliance with WCS and donor procurement policies.
- General filing of payment vouchers and other official documents including Staff files
- Other duties as advised by your supervisors.

## **Minimum Requirements:**

### Education/Credentials

- A degree in accounting / Business Administration or qualification from a recognized professional accounting body (CA/ACCA)

### 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.
- Competent in the use of Microsoft Office such as Word, Excel and PowerPoint etc.
- Require knowledge of financial systems, internal controls and procedures
- Able to work and interact with diverse group of people
- Experience in the most current technologies and products used in the industry.
- Strong interpersonal skills and emotional intelligence
- Being a self-starter with drives and initiative and able to work as a team/individual with a positive attitude and open minded
- Ability to work with less supervision and under pressure
- Excellent multi-tasking, organized and follow-up skills,
- Demonstrated work experience providing customer service.

## **Application process**

Please send a CV and letter of interest to [akakau@wcs.org](mailto:akakau@wcs.org) with the subject line: Application for **Manus Finance & Administration Officer**. Application accepted until 17 March 2025. Only short-listed candidates will be contacted for interviews.