



POSITION	ACCOUNTS MANAGER
DEPARTMENT	ACCOUNTS
REPORTING TO	FINANCIAL CONTROLLER
LOCATION	PORT MORESBY
JOB TYPE	FULL TIME, PERMANENT
CLOSING DATE	OPEN UNTIL FURTHER NOTIFICATION

NATURE AND SCOPE OF JOB

To perform efficient and accurate accounting and administration functions, as prescribed by Global Technologies Ltd. Policies and procedures, in the processing of all liabilities for goods and services against Global related and assigned areas. Generate positive communications with all departments within the organisation.

ESSENTIAL FUNCTIONS

1. Verify transactions comply with financial policies and procedures
2. Supervise and delegate work to staff accountants to accomplish accounting objectives
3. Verify calculations and input codes in to the Account System in an accurate manner.
4. Review billing data from timesheet or sales slips and purchase orders to ensure amounts and account numbers are accurate.
5. Prepare paperwork for payment to overseas suppliers and organise Telegraphic Transfers.
6. Resolve discrepancies and implement internal control
7. Assist in audit.
8. Work in conjunction with all departments to formulate strategy.
9. Ensure compliance with all statutes, policies and procedures related to the day-to-day activities.
10. Maintain a filing system and ensure confidentiality and security of all files.
11. Perform other related duties as and when required.

EDUCATION, LICENSE, CERTIFICATION AND FORMAL TRAINING

- Grade 12
- Excellent human relations and communication skills are essential.

TECHNOLOGIES

Global Technologies Ltd
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Papua New Guinea

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INTERNET

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- Knowledge of computer is essential.
- Previous experience preferably in a service/professional office environment

HOW TO APPLY

Please email your resume or any questions regarding this position to jobs@global.com.pg.