



Position Description: Accounts Officer

Global Technologies
Port Moresby, Papua New Guinea
3 year contract

Who we need

We're seeking a qualified, experienced Accounts Officer to join our team for an immediate start. This varied role would suit someone who's organised, systematic, takes responsibility for their own day-to-day work management and works well in a team. Ideally, the successful applicant will have:

- a Masters of Commerce or CPA qualification
- clear and precise telephone speaking manner
- previous experience in an accounting role (highly regarded)
- strong administrative and computer skills
- attention to detail.

Salary and benefits are commensurate with experience.

Nature and scope of job

The Administration Officer will perform efficient and accurate accounting and administration functions and generate positive communications towards all departments at Global Technologies Ltd. Often working under pressure, the Accounts Officer will have a high level of responsibility to ensure all records are accurate and secure at all times, while meeting strict deadlines.

Essential functions

Individual responsibilities

- Manage day-to-day activities including banking and related activities
- Manage accounts receivable, accounts payable and stores accounting and payroll
- Verify calculations and accurately input codes into the accounting system
- Balance books and prepare reports to show receipts, expenditures, accounts payable, and various other items
- Follow-up and review billing data from time sheets, sales slips and purchase orders to ensure amounts, account names and account numbers are accurately recorded
- General accounting that involves the preparation of statistical data and financial reports concerning profits, cash and inventory

TECHNOLOGIES

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- Maintain a filing system, including archive procedures, and ensure confidentiality and security of files at all times
- Assist in internal and external audits
- Prepare paperwork for payment to overseas suppliers and organise Telegraphic Transfers.
- Ensure supplier invoices are paid on time
- Maintain a complete and systematic set of records of business transactions
- Maintain the accounting file and database
- Maintain a current list of key holders and provide keys to personnel as needed
- Maintain logs for staff attendance and company vehicles
- Collect company keys when people leave the company
- Work in conjunction with all departments to formulate future organisational strategy

Team management responsibilities

- Supervise and delegate work to staff accountants and administrators to accomplish accounting objectives
- Verify transactions comply with financial policies and procedures
- Resolve discrepancies and implement internal control
- Ensure compliance with all statutes, policies and procedures related to the day to day activities
- Implement internal control

More about Global

Global Technologies is a PNG-owned company with offices in Port Moresby and Lae. We are one of PNG's leading IT providers with sister company Global Internet.

Global is currently experiencing expansion, giving you this amazing opportunity to become a valued member of our team.

How to apply

Submit your resume in response to this position description with a letter of interest to the HR Manager, PO Box 77, Port Moresby 121 or email: jobs@global.com.pg