

FemiliPNG

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Job Title: Admin/Finance Coordinator

Objective: To provide financial management for Femili PNG, including corporate accounting, regulatory and financial reporting, budget forecasts preparation, development and implementation of internal control policies and procedures. It is also responsible in assessing and managing financial risk. This position is also a member of the Executive Management Team.

Report to: Chief Executive Officer (CEO)

Coordinate with: Finance and Administration Officer (Canberra based), Lae and POM Administrators, Lae and POM Operations Directors, Human Resource Officer, Communication and Public Relation Manager, and Fleet Manager.

Reports: Project Administrators, Admin-Assist (EMC)

Work Location: Based at Head Office in Lae, but with frequent travel to various provinces

Desirable qualifications and experience:

- Minimum 5 years of experience as a Corporate Manager, Financial Manager, Financial Administrator or Financial Controller.
- Diploma/MA degree in Finance and or Accounting. Professional qualification such as CPA or similar will be considered a plus
- A solid understanding of financial statistics and accounting principles
- Good IT skills, including proficient user of financial software e.g., MYOB and Excel
- Experience with creating financial statements
- Experience with general ledger functions and the month-end/year end close process
- Strong leadership skills, encourage teamwork, and sensitive to diversity
- Willingness to work outside of office hours and at weekends depending on the needs, and Workload

Responsibilities:

1. Financial Management

- Managing and coordinating all finance and accounting operations across all projects
- Analyse and monitor costs, pricing, and appropriateness of expenses versus the actual budget allocation.
- Analyse complex financial management issues that would greatly impact the organization, prepare reports, and liaise with the Executive Management Committee.

- Monitor financial management risks and possible fraud, and take corrective measures to mitigate risks and prevent fraud.
- Liaise with the external auditor on the yearly audit to ensure appropriate monitoring of company finances is maintained, and that audits are prepared and finalized in a timely manner.

2. Budgeting and Reporting

- Conduct regular review of budgets, suggest if changes should be made based on the actual financial performance versus organizations budget projection
- Responsible for preparing monthly financial statements/reports, registers and checklists for EMC.
- Prepare timely monthly, quarterly, and annual financial reports and budgets as required for the Board and for funding donor(s)
- Ensure quality control over financial transactions and financial reporting
- Coordinate the preparation of regulatory reporting

3. Administration

- Participate in and provide administrative, strategic planning and operational support and advice to Executive Management Committee (EMC) on administrative matters such as staff management, financial planning, facility management and information services
- Manage and comply with provincial and national government reporting requirements and tax filings
- Oversee and implement FPNG's Financial Manual and related systems and guidelines.
- Conduct regular review of the financial manuals and processes; and recommend changes in light of experience and with the aim of improving financial management.
- Ensure all organization's insurances are up to date e.g. that all staff are listed and with up to date insurances coverage.
- Manage the organization's contract and leases, ensure that all transactions are all within PNG's legal framework.
- Oversee the work of the Project Administrator and Admin-Assist (EMC).

4. Human Resources

- Ensure that the organization meets all its legal obligations in terms of the salary and wages tax payment, employees benefit and remuneration, and labor law requirements.

HOW TO APPLY?

Your application should include your resume with contact details of three referees, cover letter explaining how you meet the position criteria, and a copy of your recent police clearance.

Applications can be addressed to Femili PNG HR, P.O Box 616 Lae, Morobe Province, and emailed to our HR Manager at recruitment@femilipng.org

For more information, email us at info@femilipng.org

Applications closes on Friday 27th March 2026.

Please Note: Only e-mailed applications will be accepted.

You can download the full job description from our website: www.femilipng.org

*Femili PNG is committed to the protection of children and our recruitment procedures reflect this.
Femili PNG is committed to fostering an inclusive work environment for all people and encourages applications from people with a disability.*