

FemiliPNG

care. support. change.

Job Title: Administrator

Background: Femili PNG is a local NGO that runs Case Management Centre in Lae to assist survivors of family and sexual violence. It has extended its operations to Port Moresby under the Bel isi PNG and an Outpost in Goroka, EHP.

Objective: To implement the organisation's administrative, financial and resources management procedures with high competence. This position will ensure that all human resources are equipped with skilled and knowledge to carry out duties, funds are optimised appropriately in accordance to organization's financial procedure and transparency, and safeguard organization's quality and efficiency in providing services considering safety and protect all aspects of the organization's operation.

Report: Functionally reporting to Admin/Finance Coordinator and operationally reporting to the Lae Project Operations Director.

Supervisee: Admin- Assistant & Office Cleaner

Liase with: Other Lae staff - Case Work Manager, Logistic and Security Officer, Case Worker, Driver, Admin Assist and other Lae Project staff.

Work Location: Lae Based

Qualification:

1. Minimum 3 years of experience as HR or an Account Administrator.
2. Diploma/MA degree in HR, Business Administration and or Accounting. Professional qualification such as CPA or similar will be considered a plus.
3. Proficient user of finance software e.g., MYOB
4. Strong interpersonal, communication and presentation skills
5. Able to manage, guide and lead employees to ensure organization's HR and financial processes are being implemented.
6. A solid understanding of human resource and accounting principle.
7. Working knowledge of all the PNG's statutory labour legislation and regulations.
8. Solid experience in management of strategy; confidentiality, leadership; planning; management of budgets; management of resources; monitoring; supervision; reporting; communication; management of self; and management of others.
9. Encourage teamwork; sensitive to diversity and willingness to work off hours and weekends depending on the needs, and workload

Responsibilities:

1. Financial management

- Implement the Femili PNG Financial Manual
- Responsible for project's day to day administrative issues e.g. petty cash, staff advances, payment of staff per diem, and payment of purchases.

- Ensure project daily, weekly, and monthly cash count are done with the Admin Assist.
- Ensure books closure is done before 5th of every month with the help of Admin Assist.
- Ensure that all project daily financial transactions are entered timely, coded correctly, and required authorization and documents are complete.
- Ensure entry of receipts and expenses are recorded accurately and timely.
- Ensure all financial records are properly filed.
- Liaise with Logistic and Security Officer in purchase request and orders, ensuring that that financial and procurement procedures are applied.
- Follow-up on office contract, agreements and lease and liaise with Admin/ Finance Coordinator for updates.
- Liaise with the Logistic and Security Officer in all aspect of project staff's movement, accommodation requirements, and transfers.

2. Focal Person for Project Staff Recruitment and Staffing

- Implement the Femili PNG Human Resources Manual.
- Ensure that all new staff receives organizational orientation and induction, given copies of relevant policies, and signed as an acknowledgement of the policies.
- Prepare monthly staff payroll for the project. Liaise with HR on monthly HR matters such as; new staff, remuneration, superannuation, tax calculation, taken leaves or unpaid leaves and staff issues for disciplinary.
- In collaboration with Admin/HR, process all staff's contract (new and old) and changes in contract, insurances, superannuation, and all relevant employees' documentation in a timely manner.
- Orient staff on the organization's policy and update with current policy changes.

3. Assets and Insurances

- Monitor and check Office assets; ensure all are liquidated, registered, and conduct monthly physical check in collaboration with Logistic and Security Officer.
- Liaise with Admin/ Finance Coordinator to ensure that all organization's insurances are up to date; public liability insurance, staff health insurance, worker's compensation, assets, and vehicle insurances.
- Report any damage asset and complete and submit incident report on timely manner.
- Liaise with Logistics/ Security Officer in updating asset registry.

4. Reporting and Budgeting

- Assist in the completion of the yearly audit in collaboration with the Admin/ Finance Coordinator and external auditors.
- Complete the donor data base, monitor and declare donation receives and ensure donors are provided with appropriate receipts timely.
- Keep a register of in-kind donations and submit monthly.
- Prepare monthly, quarterly, and annual administrative and financial reports and submit to the supervisor.
- Ensure all registers are up to date.
- Prepare and provide quarterly financial updates to project management staff in collaboration with Admin/ Finance Coordinator.
- Monitor expenditure against budget and report any discrepancies immediately.
- Report any suspicious activity that is fraudulent in nature.

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 and vaccination card.

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, 3rd May 2024.

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.*