



Papua New Guinea Centre for Judicial Excellence (PngCJE) Supreme & National Court of Justice



FINANCE MANAGER

The concept of Judicial Education was recognized by the Judiciary some time ago as was the need to develop structured judicial programs to the Judicial Court officers as a necessary tool to achieve Judicial Excellence. The Board of the CJE has the aim to expand judicial education and training programs to cater for the needs of other smaller Pacific Nations in addition to meeting the needs of the PNG Judiciary.

The National Judicial Staff Services through the Board of Directors of the PngCJE is seeking to recruit a dynamic Finance Manager to manage the budget and finance of the Centre for Judicial Excellence. The Finance Manager will be responsible for ensuring that the finances of the PNG Centre for Judicial Excellence/Pacific Island Countries Centre for Judicial Excellence (PngCJE/PicCJE) are managed in accordance with GAAP.

The Finance Manager will also assist and support the Executive Director and the Deputy Executive Director in their endeavours and in developing and implementing the Business Plan, PicCJE Roadmap and the Training Activity Plan. This position has the day to day responsibility for one additional staff member with overall focus on financial management, budget preparation, asset management, and production of financial reports for internal and external purposes.

Key Accountabilities

- Budget Development, Planning and Monitoring
- Project Management
- Monitoring donor funding
- Financial Reporting

Educational Qualifications

Tertiary qualifications in Accounting or Business Management preferably with Professional Certification as an Accountant.

Essential Experience

At least 5 years' experience at CFO or Finance Manager level in an organization of comparable size.

Personal Qualities

- Attention to detail
- Ability to manage workload and meet deadline without close supervision
- Good communication and self-presentation

An attractive remuneration package similar to those offered to Technical Officers engaged on contract in government service in PNG is being offered for this high level position. This position is available to PNG citizens and non-citizens from within and outside PNG.

Completed applications can be marked Finance Manager and forwarded to PO Box 7018, Boroko, NCD. Alternatively you may send your cover letter and resume to jcarey@pngjudiciary.gov.pg. Applications close on Friday 30th March 2018. Only shortlisted candidates will be contacted.

Information is also on the Website; www.pngjudiciary.gov.pg under News & Events, Advertisement.