



TRANSPARENCY INTERNATIONAL PNG INC.

A national chapter of [Transparency International](#)
- *the global coalition against corruption*

LOKUA AVENUE, BOROKO, National Capital District

P O Box 591 PORT MORESBY, National Capital District

Phone : (675) 3234917 / 3237517

E-mail: info@transparencypng.org.pg Website: www.transparencypng.org.pg

Finance Officer – Terms of Reference

Generic Responsibilities

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

The Finance Officer will support TIPNG's financial operations, ensuring accuracy, compliance, and timely reporting. Main duties include:

1. Finance Operations
 - Prepare and process requisitions, payments, and purchase orders.
 - Review team requisitions and ensure timely payment processing.
 - Maintain weekly payment listings and update MYOB entries.
 - Manage invoices: raise, track, follow up, and reconcile monthly.
 - Maintain purchase order and invoice registers and close items in the system.
 - File all financial records weekly.
2. Financial Reporting
 - Prepare monthly reconciliations, profit & loss, balance sheet, job P&L, and GL reports.
 - Support procurement compliance and ensure value-for-money processes.
 - Prepare donor and Board financial reports.
 - Review MYOB data for accuracy and year-to-date reporting.
 - Maintain updated national chapter financial information.
 - Coordinate financial communications with external partners.
3. Payroll
 - Prepare staff payroll and ensure timely statutory remittances (IRC, NASFUND, NCSL).
 - Maintain leave, long service, and other employee financial provisions.
4. Asset Management
 - Maintain and update the fixed asset register.
 - Record assets in MYOB and support annual physical verification.
5. Compliance
 - Ensure all tax and statutory requirements are met.
 - Apply TIPNG's Financial Procedures Manual.

- Contribute to financial policy development and sound resource management.
6. Audit Support
- Maintain accurate financial records for audit.
 - Prepare financial books for annual audit and liaise with auditors.
 - Implement audit recommendations.
7. General Support
- Assist with office duties and contribute to TIPNG projects as required.

Qualifications & Experience:

- 3 - 5 years MYOB Experience preferred but not required
- Must have organizational budgeting experience
- Degree/Diploma in Accounting from recognized institution or higher would be an advantage
- Must have NGO accounting experience and experience working with donor funds.
- Experience with Project Audits
- Computer literate with MYOB accounting package experience
- Must be MS Excel efficient
- Must have excellent English language report writing skills
- Must have competency in using MS Office Suite
- Energetic self-starter driven to achieve (and exceed) tangible goals with excellence and urgency
- Excellent communication skills, including the ability to communicate clearly, concisely, and persuasively in multiple forms (e-mail, phone, face to face)
- Outstanding organizational skills, superb attention to detail, and the ability to manage multiple relationships and projects concurrently

Competencies

TIPNG currently uses the following thirteen Generic Competencies:

1. **Quality of Work (work accuracy):** Staff ability to produce good, sound work
2. **Quantity of Work (work speed):** Volume of work accomplished.
3. **Teamwork:** Ability to interface with clients, management and staff.
4. **Dependability (reliability):** Consistency and reliability of job performance and attendance.
5. **Demonstration and support of organisational values:** Respect & support for customers, suppliers, other employees and the growth and wellbeing of the consultancy.
6. **Organisation/Planning (time management):** Ability to manage workload and time to prioritise
7. **Decision Making and initiative:** Ability to look at a situation, determine options, make a decision and take action. Also, ability to take independent action and make things happen.
8. **Customer satisfaction:** Relationship with Directors, members, stakeholders, complainants, suppliers, and media.
9. **Administration:** Aptitude & attention in working with completing monthly reports; contact reports; timesheets: PC skills
10. **Communication:** Ability to effectively present oral and written communication and liaise with others
11. **Job Knowledge:** Level of understanding of position and responsibilities
12. **Job Application:** Ability to apply experience and education.

13. **Creativity:** Capacity for original thinking. Ability to conceptualise new ideas and alternatives and make suggestions on client account.

Staff are expected to possess a minimum level for all the generic competencies, and to demonstrate continuous improvement.

Applications must include:

1. **Cover Letter** – must respond in detail to job requirements.
 - To address the criteria you must:
 - demonstrate capability by providing evidence of how you meet the selection criteria
 - provide specific details of when, where and how you have applied the skill in the past
 - where possible, include an indicator of success, such as exceeding key performance indicators.
2. **CV no longer than 3 pages**
3. **List of 3 referees with reliable contact details**
4. **3 most relevant support documents**

Applications will only be accepted through email: info@transparencypng.org.pg

Applications are due Monday 8th December 2025 by 5.00pm