



APPLICANT INFORMATION PACK

Senior Director Finance



Overview

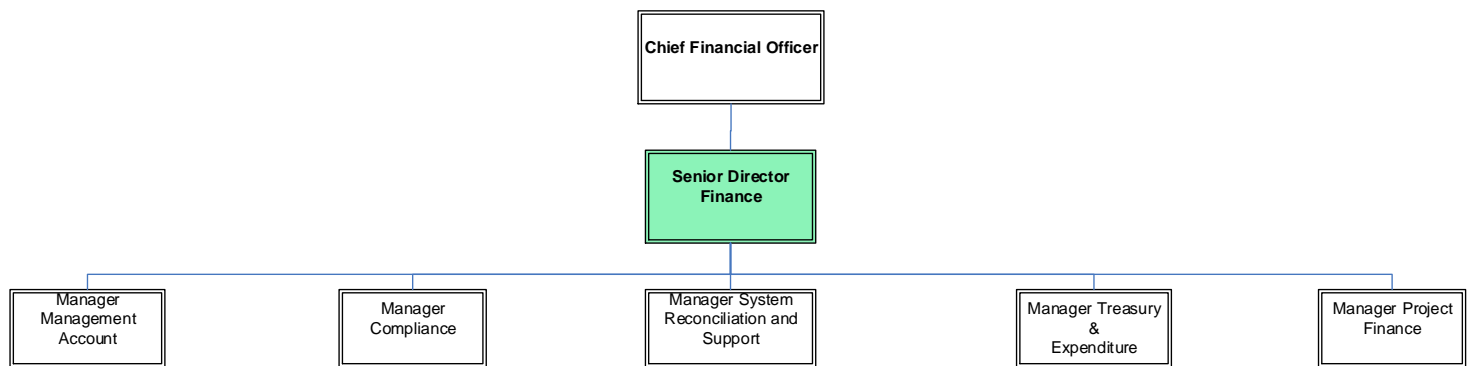
The Role

Reporting to the Chief Financial Officer, this role is responsible for ensuring that PPL's obligation towards pay trade and other creditors including, local creditors, prompts and overseas payments are managed efficiently and effectively that the processes involved satisfy all legal and company requirements.

The role is also required to ensure that PNG Power Ltd is able to optimise access to the use of its financial assets it has available in compliance with the financial management laws and regulations while minimising exposure to financial risks.

Reporting Relationships

This role reports to the Chief Financial Officer. The team structure is depicted below.



Key Responsibilities and Accountabilities

The following table highlights this position's key responsibilities and accountabilities. It is not an exhaustive list however, and the position holder can expect to be engaged in other activities where they can add value to PPL and for which they are competent.

You are <u>responsible</u> for the following activities	You are <u>accountable</u> for how well the following deliverables are achieved
Financial Planning	<ul style="list-style-type: none"> • Ensure Business drivers & needs identified and managed in accordance to legislative requirements. • Ensure Strategic & Operational Financial Plans prepared and recommended for CFO's approval. • Ensure funds and investments identified and evaluated.
Financial Risk Management	<ul style="list-style-type: none"> • Ensure significant financial loss and waste (risks) scenarios are identified and mitigation actions recommended to CFO's approval.
Financial Compliance	<ul style="list-style-type: none"> • Ensure PPL complies with financial legislation and statutory requirements, meets accounting standards & meets its tax commitments.
Tax Management	<ul style="list-style-type: none"> • Ensure Tax, liabilities are minimised, provided for and paid
Administering Financial Policy Deployment	<ul style="list-style-type: none"> • Ensure rules developed, recommended to CFO for approval and implemented for controlling access to and use of PPL's financial assets including delegations
Treasury Management	<ul style="list-style-type: none"> • Ensure PPL minimises the cost of and optimises use and application of funds
Administering Budget Management	<ul style="list-style-type: none"> • Ensure short and long term revenues and costs are forecast then monitored.
Financial Systems Administration	Ensure PPL's financial systems are fit for purpose and efficiently support its financial management functionality
Administering Financial Investigations	Ensure inappropriate use and application of funds is investigated and appropriate recommendation made to Management
Financial Analysis	Ensure appropriate tools for evaluating investment initiatives are available and applied or recommended Ensure PPL's financial future is forecast
Fixed Asset Register Management	Ensure PPL maintains a complete and accurate register of assets, their values and location
Accounts Payable Administration	Ensure Creditors invoices are reconciled and payments made as per agreed terms based on financial delegation

You are <u>responsible</u> for the following activities	You are <u>accountable</u> for how well the following deliverables are achieved
Accounts Receivable	Ensure debtors payments are receipted and banked (specifically in GL transactions)
Cash Flow Management	Ensure PPL has and maintains access to the liquid funds needed to sustain business operations
Financial Reporting	<p>Ensure Business managers are kept informed of financial matters affecting their responsibilities</p> <p>Ensure Performance exceptions are reported</p>
Financial Advice & Support	Ensure PPL's managers are provided with appropriate financial advice and support.
Project Finance Management	Ensure project funds administered & facilitated accordingly within budget allocated & expected outcome received
Systems Reconciliation & Support	To provide system management support to PPL's Financial information and network support, which includes but is not limited to providing consumption analysis and revenue and debtor reconciliations that supports PPL's business initiatives and revenue associated business needs.
Team Management	The Finance Team's resources are commensurate with the needs of the business and comply with both company and legislative requirements.
	Members of the Finance Team know and understand the strategic direction of PPL and their respective roles and responsibilities, including acceptable behaviours and standards of performance expected of them.
	PPL is recognised as a leader in the field of Financial Management practice and performance within PNG
Relationship Management	Positive and constructive relationships are established and maintained with fellow members of the PPL Team.
	Members of the wider PPL Team and relevant functional Divisions are appropriately involved in and kept informed of the Finance Team's activities and matters affecting their areas of responsibility.
	Strategic level relationships are established and maintained with the Finance Team's key service providers and customers.



Selection Criteria

The below selection criteria will be used to evaluate applications for the role. It is essential you meet and address this criterion as part of your application if you are intending to apply.

1. A University qualification in Accounting, Business/Finance Management, Marketing, Economics, Law or Risk.
2. Registered Accountant with current practicing certificate from a professional accounting body such as CPA or ICA.
3. Must have completed the CPA or ICA project with at least 10 years experience in a similar position
4. A successful track record in a senior management position that deals extensively with insurance claims processing.
5. A demonstrated ability to develop and implement risk management strategies in line company goals and direction.
6. Sound knowledge and experience in all areas of financial management and risk management
7. Strong people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.
8. You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.

Remuneration

An attractive remuneration package is on offer, and salary will be commensurate with experience and qualifications.

How to apply?

Please review the following *essential* requirements for application to this role.

What to submit with your application?

A. Response to the Selection Criteria. Please provide details of your prior skills and experience in accordance with each of the Selection Criteria detailed below. Your response should be no more than a total of three pages, with 2-3 paragraphs for each Selection Criteria.

1. *A University qualification in Accounting, Business/Finance Management, Marketing, Economics, Law or Risk.*
2. *Registered Accountant with current practicing certificate from a professional accounting body such as CPA or ICA.*
3. *Must have completed the CPA or ICA project with at least 10 years experience in a similar position*



4. *A successful track record in a senior management position that deals extensively with insurance claims processing.*
5. *A demonstrated ability to develop and implement risk management strategies in line company goals and direction.*
6. *Sound knowledge and experience in all areas of financial management and risk management*
7. *Strong people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.*
8. *You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.*

[NOTE: The above selection criteria **must** be specifically addressed in order to be considered for the position. Applications not addressing this selection criteria may not be considered for the role.]

B. Curriculum Vitae. Please provide a copy of your curriculum vitae, including details of your work experience and qualifications.

C. Referees. Please provide the names and contact details of three referees who can provide a reference on recent and past work experience. Details should include current phone numbers and email addresses.

When to submit?

Applications must be received by **COB Tuesday 25th September, 2018**.

Late applications may not be considered.

How to submit?

The preferred method of submission is by email to **recruitment@pngpower.com.pg** clearly indicating the subject as **"LEAD-VAC"**

You may also submit your application through mail or hand delivered to the following addresses:

Postal Address: The Recruitment Officer
PNG Power Ltd
P O Box 1105, BOROKO, NCD

Hand Delivered: PNG Power Head Office, Cnr Wards Road, Hohola, NCD