



# *Christian Leaders' Training College of Papua New Guinea, Inc.*

*"Serving the Churches of the South Pacific Islands"*

**National Principal  
Rev Dr William K Longgar**



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## JOB DESCRIPTION

|                  |  |                           |   |
|------------------|--|---------------------------|---|
| <b>Position:</b> | Finance Manager                        | <b>Reporting to:</b>      | Principal   |
| <b>Location:</b> | Banz campus                            | <b>Contract Duration:</b> | 2 years renewable   |
| <b>Hours:</b>    | Full-time (40 hours per week)          | <b>Salary Level:</b>      | To be negotiated depending on experience and qualifications |
| <b>Division:</b> | Education and Support & Services (S&S) | <b>Date modified:</b>     | 30 December 2019  |

### A. PURPOSE

To manage, with wisdom and excellent stewardship, the Finance Office resources, systems and personnel in support of the mission, goals and quality assurance processes of CLTC. This will involve providing services relating to financial and management accounting, financial analysis, taxation, project accounting, developing financial policies and providing statistical information.

| Responsibilities      | Key Activities  |
|-----------------------|---|
| 1. Financial Planning | a. Review the financial performance of the previous year<br>b. Assess needs for the coming year<br>c. Develop goals for the coming year<br>d. Capital Expenditure (CAPEX) for the college   |
| 2. Staff Management   | a. Ensure staff are clear about their job requirements<br>b. Regularly meet with staff, individually, to assess performance, give encouragement and direction<br>c. Complete performance reviews with staff according to the policy requirements of the HR Department<br>d. Assist staff in identifying their needs for professional development<br>e. Nurture and build a collegial and supportive staff team                      |
| 3. Reporting          | a. Prepare, present and follow up financial reports to the Management Executive Team (MET), fortnightly and/or as required<br>b. Prepare, present and follow up financial reports to the CLTC Council (and Executive) meetings<br>c. Through regular Finance Office meetings keep staff up-to-date with relevant matters which emerge from College meetings<br>d. Furnish Quarterly Reports to the Overseas Council Australia (OCA) |
| 4. Budget             | a. Prepare and present annual and monthly budgets and forecasts to MET and the CLTC Council (and Executive) meetings<br>b. Entering budget in the RECKON System   |
| 5. Reconciliations    | a. Ensure bank account reconciliation in RECKON<br>b. Fulfill requirements for all overseas creditors/debtors and bank accounts<br>c. Fulfill requirements for General Ledger reconciliations for both the Education and S&S Divisions at the Banz campus<br>d. Fulfill reconciliation requirements for both POM & LAE Campuses   |

|                                    |  |
|------------------------------------|--|
|                                    | e. Fulfill requirements for Grant Accounts reconciliations monthly (S&S Div vs Education) & Poultry Division   |
| 6. Insurance                       | a. Preparation of the Insurance schedule covering policies that affect CLTC's insurable interest in any one insurance policy period<br>b. Act as the primary contact to the insurance company for communication  |
| 7. Internal and External Relations | a. Communicate Financial Information and notices to the students and staff<br>b. Maintenance of external client relations  |
| 8. Annual Audit                    | a. Contact the Council-approved Auditor to confirm their availability to complete the audit processes and report in time for the annual Council meetings<br>b. Assist the Auditor by providing all necessary financial information<br>c. Preparation of Audit Files (S&S Division and Education)   |
| 9. Quality assurance               | a. Develop, with the Finance Office staff, a culture of high quality performance, accuracy and timely reporting and service to all.<br>b. Develop, implement and review financial policies and procedures<br>c. Meet the reporting and follow-up requirements of the internal Quality Management System<br>d. Meet the requirements and follow-up activities for DHERST re-accreditation processes |
| 10. End of Month Tasks             | a. Clearing of monthly accrual entries and suspense accounts<br>b. Monthly Bank Reconciliations of all the bank accounts<br>c. Ensure timely payment of all the regulatory requirements like the GST & BIPT Payments, S&W Tax and the Superannuation<br>d. Reconciliation of the Payroll (from RECKON to ATTACHE)  |
| 11. End of Year Tasks              | a. Adjusting Entries to clear suspense accounts in the balance sheet<br>b. Maintenance and updating of the Fixed Assets Register<br>c. Maintenance of the Chart Of Accounts  |

## B. KEY RELATIONSHIPS

1. Principal
2. Finance office staff & S&S Division Departmental Supervisors & Managers
3. Vice Principal Education, Campus Deans, Port Moresby and Lae

## C. QUALIFICATIONS, EXPERIENCE AND VALUES

1. Must be a committed Christian, passionate about the mission of CLTC and have a desire to serve God through this position.
2. Tertiary qualification, preferably a bachelors degree in commerce, accounting, economics, banking & finance, or similar
3. Proven experience in financial and management accounting.
4. Excellent analytical and reporting skills
5. Ability to set priorities successfully and to work with minimum supervision
6. A flexible approach and a willingness to assist with other tasks within CLTC, as requested
7. A high level of interpersonal skills and cultural sensitivity
8. Team work will be valued and fostered
9. Ability to mentor staff
10. Excellent PC based computer skills covering accounting, word processing and spreadsheet applications.
11. Ability to ensure processes for quality assurance are adhered to

12. Excellent spoken, written and listening abilities in both Tok Pisin and English.