INDEPENDENT CONSUMER & COMPETITION COMMISSION

JOB DESCRIPTION

POS.: FADICCC05

DEPARTMENT: Independent Consumer & Competition Commission

DIVISION: Finance & Administration

LOCATION: Headquarter, Port Moresby, NCD

DEPARTMENT: Independent Consumer & Competition Commission

DESIGNATION/CLASSIFICATION: Finance Officer - Grade 9

HIGHEST SUB-ORDINATE: Nil

IMMEDIATE SUPERVISOR: Manager Finance

HISTORY OF POSITION DETAILS

<table>
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<tr>
<th>REF NO:</th>
<th>DATE OF VARIATION</th>
<th>DETAILS</th>
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<tr>
<td></td>
<td>08.09.2014</td>
<td>Created</td>
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<tr>
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<td>18.10.2014</td>
<td>Revised and Updated</td>
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PURPOSE

- To perform a full range of accounting responsibilities including data collection, information verification and analysis, report preparation and account reconciliation, and billing and collections activities

ACCOUNTABILITIES

- Accountable to the Finance Manager

MAJOR DUTIES

Major duties include but not limited to:

1. **General Ledger and Accounting**:
   a. Monthly bank reconciliations;
   b. Support Senior Finance Officer in preparation of standard and ad hoc management reports;
   c. Assist to analyse accounting systems

2. **Accounts Receivable**:
   a. Preparing cash receipts for posting, applying payments and performing customer statement reconciliation;
   b. Preparing and mailing monthly billing statements;
   c. Attending to customer billing/payment matter

3. **Accounts Payable**
a. Liaising with internal divisional suppliers for quotes and raising of purchase orders
b. Raising cheque payments
c. Supplier reconciliations
d. Assist with overseas payments

4. Tax
   a. Prepare payroll and other applicable tax schedule

INTERNAL

   • Reporting to the Finance Manager on all matters relating to the job

EXTERNAL

   • Liaises with Suppliers, Debtors, Creditors, etc.

POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

   • Degree or Diploma in Accounting

KNOWLEDGE

   • Possess good accounting knowledge
   • Analysis and interpretation
   • Oral & Written Communication
   • Customer Service
   • Planning, Organization and Time Management
   • Attention to detail
   • Problem Solving

SKILLS

   • Advance skills in Ms. Office applications and other financial software programs;
   • Knowledge of any Accounting software;
   • Knowledge of Peach 3 accounting software a plus;
   • Knowledge of scheduling and e-mail applications

WORK EXPERIENCE

   • Minimum of 3 years of work experience

Authorized by: Dr. Billy Manoka – Commissioner & Chief Executive Officer