



JOB DESCRIPTION

POSITION INFORMATION

Position Number: UNRE BUR 001
Position Title: Bursar
Employee Class: Administrative
Grade: PBSS 14

JOB POSTING LOCATION

Section: Executive Services
Department: Bursary
Location: PNG UNRE Vudal Campus
Reports To: Vice Chancellor
Supervised By: Vice Chancellor
Start Date: 2022
Contract: 3 years

Background

The Bursar who is appointed by the University Council, is responsible to provide leadership and oversight to all aspects of accounts and bursary both at the Vudal and Popondetta campuses. The Bursar is responsible to the Vice Chancellor as the Financial Delegate.

The Bursar is charged with the functional responsibilities of maintaining financial records, rendering financial services, and managing the financial resources of the University through the efficient application of accounting principles as well as best practices and procedures

Responsibilities

- To line-manage the financial operation of PNG-UNRE.
- Ensure the financial activities of the University are aligned to help the University achieve its objectives.
- Ensure all financial transactions are: prudent, ethically sound, accurate and performed in a timely manner.
- Ensure that the University maintains reliable records of all financial transactions of its activities including university fees & donor funds, salary and consultancies, and report to senior management and university Audit Committee on a timely manner.
- Facilitate and develop budgets for each department and section within the University, through a transparent and fair planning process which is aligned to our strategic objectives.
- Coordinate and monitor the budget preparation in cooperation with the Planning office.
- Review and maintain all financial processes and internal mechanism including reconciliation, financial reporting, and preparation of accounts, financial statements Tender and procurement, and Report to every meeting of the Senior Management Team.
- Any other duties as directed by the Vice Chancellor from time to time.

Essential requirements

- Significant finance management expertise with a proven record of successful project management within PNG.
- Knowledge of public sector funding and regulations in PNG.
- Demonstrable organizational skills and proven ability to meet deadlines.
- Proven leadership qualities and the ability to work with a range of people.
- An understanding of financial management and proven ability to keep within budget.
- Excellent verbal and written communications skills.
- Experience of strategic planning.

Desirable attributes

- A Masters or reputable Bachelor's Degree in Accounting with Experience of working in a university.
- An understanding of the Higher Education sector.
- Experience of working with donor funds, external partners, and institutions.
- Must possess a Certified Practicing Accountant qualification.

Knowledge

- Public Financial Management Act
- Public Service Management Act
- Public Service Tenders and Procurement Act and processes
- International Accounting Standard
- A range of accounting software products, including industry standard databases for the management of asset registers, management information systems, bookkeeping and electronic financial records systems, financial statement compilers.
- PNG Tax Laws and Practices

Salary Range:

UNRE 14 (K95,437.60-K116 664.13] Plus K11, 295 -K13, 317 DMA, gratuity@25% & other contractual allowances for Senior Contract Citizen Officers.

Applications must be labeled (Advert 2/2022) and should reach The Acting Manager, Human Resource Management, PNG UNRE, PMB Services, Kokopo, East New Britain, Papua New Guinea by Friday 18th November, 2022.

For further information contact Human Resource Management by phone :(675) 987 1200 or email recruitment@unre.ac.pg

Only shortlisted applicants will be contacted for an interview after the closing date. If you do not hear from Human Resources Management within a month of the closing date, consider your application unsuccessful. PNG UNRE thanks you in advance for your interest in the University.

UNRE is an equal opportunity employer and does not discriminate on the grounds of ethnicity, age, or gender.

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