VACANCY

Project Accountant, WWF Papua New Guinea (PNG)

About WWF
WWF’s work in the Pacific spans three countries with offices in Papua New Guinea, the Solomon Islands and Fiji, where our regional hub is based in Suva. Since the mid-1990s we have been working hand in hand with local partners and communities to protect and restore the region’s astonishing natural heritage, relied upon by millions of people for food, water, livelihoods and protection from climate change. The impacts of effective conservation in this trio of Large Oceanic States extends far beyond their geographic boundaries. In Papua New Guinea, for instance, WWF is working in the third largest tropical rainforest in the world, home to a staggering 7% of the world’s total number of species. Papua New Guinea and the Solomon Islands host part of the Coral Triangle, where 76% of all coral species are found. Tuna come here to spawn, whilst sea turtles, whales, dolphins, dugongs and whale sharks feed, breed and migrate through these waters. Fiji meanwhile is home to the world’s third longest continuous barrier reef system that supports some of the only coral reefs thought to remain under current climate change scenarios.

As the planet faces a deepening crisis of nature loss the Pacific Islands face their own significant challenges: deep sea mining, deforestation, overexploitation of fisheries for local and global consumption, plastic pollution all pose imminent risks. The existential threat of climate change is ubiquitous and has worsened, with impacts already felt across the region.

About the Role
Reporting to the Finance & Administration Manager, the Project Accountant will ensure that the day to day accounting operations for the WWF-Pacific PNG Country office is carried out in accordance with WWF Finance and Accounting policies and procedures. In addition, maintain transparent timely and effective financial reporting to the Finance & Administration Manager.

The position location – Port Moresby, Papua New Guinea.

Requirement Qualifications and Experience
- A bachelor’s degree in Accounting or Financial Management is mandatory.
- At least 2 years’ experience as an Accountant.
• Experience working in an NGO environment would be an added advantage.

**Required Skills and Competencies**
- Proven ability in managing financial and basic administrative operations.
- Strong accounting skills.
- Knowledge of financial tasks such as creditors, payments, banking and records keeping, budgeting, financial reporting.
- Excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, PowerPoint and Access.
- Operating experience with ACCPAC accounting software and understanding of database fundamentals.
- Ability to set priorities successfully working with minimal supervision.
- Ability to work under pressure and meet strict reporting deadlines.
- Possess drive and initiative, with ability to determine and achieve objectives.
- Highly developed organizational and people management skills.
- Have flexible approach and a willingness to work outside normal hours.
- Fluency in written and spoken English is essential to communicate with WWF-Pacific staff, other WWF offices and donors.
- Clearly demonstrate behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identify and align with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

**Terms and Benefits:**
An attractive remuneration package dependent on qualifications and experience will be offered to the successful candidate.

Various other benefits include health (medical cover), and life insurance, annual leave, sick leave and other leave provisions and superannuation. Contract duration is for 2 years depending on annual performance review and funding availability.

**Job Description**
For more information on the role, the job description that interest you can be downloaded from our website: [www.wwfpacific.org](http://www.wwfpacific.org)

**How to Apply?**
Interested applicants are encouraged to send an application in PDF format, including a complete CV with full contact details of three (3) professional referees. Please also indicate in your application how you found out about this advert. Applications addressed to the Pacific Head of People & Culture, should be sent via email with the subject “WWF Vacancy: Project Accountant PNG” to ppo.hr_pncrecruit@wwfpacific.org by close of business, Wednesday, 29 May 2024.

WWF is an equal-opportunity employer and has a genuine commitment to diversity and inclusion. We encourage candidates of all cultures, genders, abilities and experiences to apply. Only short-listed candidates will be called for interviews.