



## VACANCY ANNOUNCEMENT

The Wildlife Conservation Society (WCS) is an international non-governmental organisation committed to working with communities, government, and other partners to manage wildlife and wild places for biodiversity and human well-being. WCS PNG is recruiting for two (2) Field Program Finance vacancies.

### **Kimbe Marine Program, West New Britain**

- Finance Officer

### **Manus Field Program, Manus**

- Finance Officer

Both positions will report to their respective Field Program Managers with a dotted line to the Senior Marine Finance Officer, Kavieng.

### **Role Dimension**

These Finance Officer roles are responsible for the effective management of their respective field offices' either Kimbe or Manus financial systems, processes, and controls to ensure timely, accurate, and compliant financial management and reporting. The role supports end-to-end financial operations including payments, banking, payroll support, advances management, reconciliations, procurement compliance, and audit readiness. Field Finance Officers ensure compliance with WCS policies, donor regulations, and Papua New Guinea statutory requirements while providing reliable financial support to program implementation.

### **KEY SELECTION CRITERIA**

- Financial Management & Accounting
- Banking & Cash Management
- Advances & Expense Management
- Budget Monitoring & Reporting Support
- Compliance & Internal Controls
- Records Management & Administration

\*Job Descriptions are available on request.

### **Minimum Requirements:**

#### **Education/Credentials**

- A Bachelor's degree in Accounting, Finance or Business Administration
- Professional qualification from a recognized professional accounting body (CA/ACCA/CPA PNG)
- Experience working with NGOs, international organizations, or donor-funded projects is highly desirable
- Minimum of 5 years' experience in accounting and financial administration
- Exposure to multi-donor environments is an advantage
- Certified copy of a valid PNG Police Clearance
- Certified PNG passport bio-page or alternative documents for self-verification may be considered

#### **Critical Knowledge, Skills and Abilities**

- Strong analytical and problem-solving skills.
- Good understanding of financial systems, internal controls, and accounting procedures.
- Familiarity with donor compliance requirements.
- Proficiency in Microsoft Office (especially Excel).
- Strong interpersonal and communication skills.
- High level of integrity and confidentiality.
- Self-motivated with initiative and a positive attitude.
- Ability to work independently and under pressure.
- Strong organizational and multitasking skills.
- Ability to work effectively with diverse teams and stakeholders.

### **Application process**

Please send a CV and letter of interest to [akakau@wcs.org](mailto:akakau@wcs.org) with the subject line: **Application for Kimbe Finance Officer** or **Application for Manus Finance Officer**. Applications accepted until **5pm, Thursday 26 March 2026**. Only short-listed candidates will be contacted for interviews.