



Job Information

TSI044

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: FINANCE MANAGER- CORPORATE SERVICES
IMMEDIATE SUPERVISOR: EXECUTIVE MANAGER – CORPORATE SERVICES

Selection Criteria

1. Bachelor's degree in business management majoring in accounting, or a related qualification acceptable to PNG AIC from a recognized tertiary institution.
2. Minimum of five (5) years of progressively responsible experience in accounting, financial management, or a related field, preferably in a public sector or regulatory environment.
3. Proven experience in managing budgeting processes, financial reporting, and compliance with financial regulations and standards.
4. Demonstrated leadership experience in supervising finance teams, building staff capacity, and fostering a culture of accountability and continuous improvement.
5. Strong knowledge and hands-on experience with financial systems, internal controls, procurement procedures, and audit processes.
6. Experience in engaging with external auditors, preparing audit documentation, and ensuring timely resolution of audit queries.
7. Ability to interpret and apply relevant financial legislation, such as the Public Finance Management Act (PFMA), and other regulatory requirements.
8. Adequate knowledge of the entire accounting cycle, including expenditure, receipts, payroll, budgets, financial reporting, and reconciliations, as well as relevant procedures, regulations, and financial legislation.
9. Thorough knowledge of the Public Finance Management Act, Public Service General Orders, Public Service Management Act, and other relevant legislations.
10. Familiarity with financial risk management, internal controls, and best practices in financial administration, management and reporting.
11. Accounting skills, Communication skills, Computer skills, Interpersonal skills, Analytical skills and Attention to detail. Leadership and team management skills, Problem-solving and decision-making skills, Organizational and time management skills and Negotiation and stakeholder engagement skills.
12. Demonstrated knowledge in the use of financial management such as IFMS and Sybiz systems.
13. Proficient in the use of Microsoft office tools such as Word, Excel, PowerPoint, and Teams.

Application Process

To apply, submit a completed application containing the following documents:

1. A cover letter clearly stating the position being applied for and outlining the applicant's suitability for the role.
2. A detailed Curriculum Vitae (CV) including:
 - Personal contact details
 - Educational qualifications
 - Employment history
 - Relevant professional experience
 - Professional memberships (where applicable)
3. Certified copies of relevant qualifications and certificates.
4. At least two professional referees, including their current contact details.

Applications may be:

- emailed through **jobs@aic.gov.pg**
- Hand delivered at the **front desk** at the **AIC HQ at NAQIA Building on Morea Tobo Road.**
- Mailed to **P.O Box 1709, Boroko, NCD, 111, PNG.**

Deadline: 4:06pm, Friday, 3 April 2026.

The AIC is an Equal Opportunity Employer. We are committed to promoting diversity, fairness, and inclusion in its workforce and are dedicated to ensuring a workplace that respects equality, professionalism, and merit-based recruitment.