**POSITION OVERVIEW – FINANCE ADMINISTRATIVE ASSISTANT**

**Position:** Finance Administrative Assistant

**Reports To:** Finance Officer

**Background:**

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy and is an affiliate of the US Chamber of Commerce. Since 1983, CIPE has worked to build the political, market and civic institutions vital to a democratic societies and private sector led economies. CIPE’s key program areas include anti-corruption, public governance reform, support of civil society, property rights, economic empowerment of at-risk communities, and opening political space in closed societies.

Through ongoing partnerships with the U.S. and Australian governments, CIPE is implementing a cutting-edge women’s economic empowerment program in Papua New Guinea. To help create a broader “entrepreneurial ecosystem” CIPE is operating a Women’s Business Resource Centre (WBRC) in Port Moresby, working with PNG universities to create new educational curriculum on entrepreneurship, and supporting PNG women’s business organizations. The WBRC is housed at:

Century 21 Building

Lot 51, Section 35, Kunai Street, Hohola

(PO Box 599)

Konedobu, NCD

PAPUA NEW GUINEA

Through its work with universities, CIPE is working to ensure that future generations of Papua New Guinean women will have the option of considering entrepreneurship as a career path. By providing technical assistance to PNG women’s business organizations, women in business now have a voice in economic policymaking. Additionally, CIPE is focusing on achieving inclusive growth by engaging and gathering the voices of the most vulnerable entrepreneurs in PNG who face significant challenges and barriers to growth.

**Role Summary:**

CIPE PNG is seeking a temporary, part-time Finance Administrative Assistant to provide financial and administrative support to the Finance Officer. The Finance Administrative Assistant will be physically located at the WBRC and will provide assistance in completing finance-related tasks. This includes but is not limited to securing quotes for procurement of goods and services, organizing and filing financial documents and reports, and drafting relevant documents. The candidate should be available up to 32 hours per week to support activities related to CIPE’s programs in the Pacific, especially that of women’s economic empowerment in Papua New Guinea.

**Primary Duties to be Performed:**

* Support the Finance Officer in overall financial monitoring, troubleshooting, and problem-solving of financial issues related to programs.
* Support bookkeeping management (through QuickBooks financial management software and Excel spreadsheets) for office revenue and expenses.
* Assist with preparing monthly advance request for funds from Washington, D.C. with the consultation of the Country Director.
* Assist the Finance Officer in compiling physical copies of the monthly financial report of office expenses, including monthly reconciliation of bank account, petty cash totals, and reports to Washington, D.C., to file.
* File and organize physical and digital copies of financial documents.
* Perform additional clerical tasks such as maintaining an inventory list and filing timesheets.
* Coordinate with the Finance Officer and the Country Director to complete appropriate annual tax filings.
* Perform other duties as assigned.

**Key Qualifications:**

* Minimum three years professional experience with financial management.
* Familiarity with procurement practices and tax requirements.
* Excellent attention to detail with ability to work with limited supervision.
* Strong financial acumen and knowledge of accounting and bookkeeping procedures.
* Past experience working in a development organization, with knowledge of and interest in women’s economic empowerment is highly preferred.
* Strong organizational, interpersonal, and communication skills; team orientation.
* Fluency in Tok Pisin preferred, with excellence in English composition.
* Strong skills in Microsoft Office, specifically MS Word, Excel, Outlook, and One Drive required.
* Familiarity with telecommunications platforms such as MS Teams and Zoom required.
* Familiarity with QuickBooks.
* Must be willing and able to travel domestically.
* Must be eligible to work in PNG and based in Port Moresby.

**Duration:**

This is a temporary, two-month position.

**To Apply:**

To apply for this exciting opportunity, please submit a resume or CV, a cover letter, and three (3) references for the Finance Administrative Assistant position posted under “Opportunities” at www.cipe.org. Only candidates selected for an interview will be contacted. No phone calls please.