

## **Administrative and Financial Manager PROGRAM SUPPORT UNIT (PSU)**

**Papua New Guinea (M/F) – Expertise France Open to National only**

**Position:** Administration & Finance Manager

**Department:** Finance & Administration

**Place:** Based at Port Moresby, Papua New Guinea

**Duration:** 1 year (renewable)

### **Expertise France in Papua New Guinea**

Expertise France is the public agency responsible for the design and implementation of international technical cooperation projects and is a member of the French Development Agency Group (AFD Group). The Agency operates across four priority areas:

- Democratic, economic, and financial governance
- Peace, stability, and security
- Climate, agriculture, and sustainable development
- Health and human development

Within these areas, Expertise France delivers project design and implementation, supports capacity-building initiatives, mobilises technical expertise, and coordinates public and private know-how. The European Union (EU) and the French Government are Expertise France's main donors.

With a view to improving efficiency and working as close as possible to the field and its partners, the Agency decentralises the operational management of its projects in countries where it has a significant, sustainable, and strategically important portfolio of activities for French cooperation. This decentralisation is reflected in the deployment of Country Offices (COs) and Project Support Units (PSUs).

Papua New Guinea is a relatively new country of cooperation for the Agency. With 360,000 km<sup>2</sup> of forests (representing 78% of the national territory), Papua New Guinea is home to the third largest tropical forest in the world. As a carbon-negative country that also hosts approximately 7% of global biodiversity, Papua New Guinea has become a strategic country of cooperation for the Agency in the fields of forestry, climate change, and biodiversity.

To support this development, the Agency has decided to structure a country directorate and a project support unit in Papua New Guinea, as of September 2025.

The PSU comprises of Procurement and Contracts, Logistics, Administration/Finance, and Human Resources services; necessary for projects implementation. The AFM therefore works closely with both the PSU team and the project teams within its portfolio.

### **Mission Description**

Under the supervision of the Head of Support Services, the Administrative and Financial Manager (AFM) oversees the Finance and Administration Department and manages the Finance team, including a Finance Officer, a Finance Assistant, and, where applicable, an Accountant.

The AFM is responsible for establishing and maintaining an effective administrative and financial function to support project implementation at country level. The role ensures the proper implementation, application, and monitoring of all administrative and financial management procedures in line with Expertise France policies, donor requirements, and applicable national regulations.

The AFM is expected to demonstrate a strong command of financial management principles and best practices, covering the full financial cycle from cash flow and treasury management to budget monitoring and the preparation of accurate and reliable financial reports.

This position is part of the PSU team.

#### **Main Responsibilities**

The key responsibilities assigned to the AFM include the following:

##### **Financial and Budget Management**

- Ensure the availability, accuracy, and compliance of all financial and contractual data;
- Prepare and monitor financial follow-up using Expertise France standard formats (expenditure allocation, budget consumption, forecasts, etc.);
- Prepare, monitor, and update project budgets (initial, revised, and final forecasts) in line with contractual obligations and EF standards;
- Prepare financial reports for internal use, donors, and audit purposes;
- Review financial reports submitted by implementing partners, ensuring consistency with contractual and donor requirements.

##### **Accounting, Treasury and Bank Account Management**

- Supervise accounting operations to ensure compliance with Expertise France procedures;
- Ensure the completeness and reliability of accounting records and the preparation of monthly accounting packages for submission to Headquarters;
- Oversee monthly, quarterly, and semi-annual financial closings, in close coordination with Expertise France Headquarters;
- Carry out and supervise systematic controls on advances, cash inventories, bank reconciliations, and supporting documents;
- Validate consolidated cash flow forecasts for all projects and ensure their timely transmission to Headquarters following validation by the SSC;
- Supervise day-to-day treasury operations to guarantee secure handling of funds and continuity of operations;
- Ensure the consistency of accounting data (descriptions, accounting codes, analytical codes, exchange rates, etc.) between accounting systems and Excel tracking tools;

##### **Administrative and Regulatory Oversight**

- Ensure compliance with administrative, financial, and contractual procedures in line with national legislation, donor requirements, and internal policies;
- Supervise compliance with the administrative and financial calendar;
- Support the preparation and management of administrative and financial documentation required by national authorities;

##### **Team Coordination and Support**

- Manage and provide technical supervision to the Finance team;
- Contribute to team capacity building through training, coaching, and mentoring;
- Conduct performance appraisals and support onboarding of new team members;
- Validate and monitor leave planning for the Finance team in coordination with management;
- Provide technical guidance to project teams on budgeting, financial reporting, and financial management;

- Act as a liaison between project teams, support functions, and Expertise France Headquarters on financial and administrative matters.

#### **Internal Control and Risk Management**

- Implement and monitor internal control systems to ensure data accuracy, budget compliance, and accountability;
- Identify financial and operational risks and propose appropriate mitigation measures;
- Develop or update internal tools and procedures to strengthen financial governance;
- Promote a culture of transparency, compliance, and financial discipline across the Country Office.

#### **Audit and Compliance**

- Coordinate internal and external audits in collaboration with Expertise France Headquarters;
- Conduct or oversee financial audits of implementing partners as required;
- Ensure timely implementation and follow-up of audit recommendations;
- Contribute to financial compliance awareness and guidance for staff and partners;
- Guarantee compliance of all financial activities with Expertise France policies, national legislation, and donor regulations.

#### **Archiving and Documentation**

- Ensure the implementation and maintenance of robust physical and digital archiving systems;
- Ensure proper organisation, archiving, and accessibility of financial, administrative, and contractual records.
- Carry out periodic reviews and controls of archived documents;
- Coordinate the transmission of accounting archives to Headquarters in accordance with internal procedures.

#### **Supplier Relations**

- Maintain professional relationships with suppliers in coordination with the Finance team;
- Ensure suppliers are informed of Expertise France payment standards and procedures;
- Ensure accurate and timely communication with suppliers regarding the status of pending or completed payments.

This list is not exhaustive, and the tasks and responsibilities described may evolve according to operational needs.

## Profile

### Qualifications and experience

- Advanced degree in finance, accounting, business administration, or related field
- Minimum 5 years of experience in financial, administrative, and accounting management of humanitarian or development projects, including exposure to donors' fundings
- Proven experience in team management
- Practical experience with international external audits

### Skills and Competencies

- Excellent command of office software, especially Microsoft Excel
- Ability to work effectively in a demanding and multicultural environment
- Strong autonomy, integrity, and impartiality
- High level of rigor, organizational capacity, and work discipline

- Strong interpersonal and problem-solving skills, and ability to work collaboratively
- Excellent analytical and reporting skills
- Fluency in English required; knowledge of French is an asset
- knowledge of ERP and accounting software, particularly Sage is an asset