



JOB DESCRIPTION

Job Title: Manager, Finance and Human Resources

Department: Administration

Reports To: Country Director, Grow PNG Ltd

Location: Lae, Morobe Province

Employment Type: Full-Time

BACKGROUND:

Launched in 2019, Grow PNG is based in Lae, Papua New Guinea, the gateway to the Markham Valley agricultural corridor. The corridor is on a pathway to rapid agricultural sector expansion driven by a range of crops, including palm oil, rice, cassava, and sorghum. Much of the corridor's agricultural **potential** remains untapped, but a growing local population, growth in the mining sector, massive transport infrastructure development, and demand from Asia create significant opportunities and scope for development. Grow PNG brings together business **leaders**, NGOs, policymakers, and **farmers'** groups to collaboratively unlock growth and facilitate new opportunities for farming families in the Markham Valley.

Grow PNG is an Australian Government-Funded Initiative under the **PNG-Aus** Partnership and is part of the Grow Asia network, an initiative of the World Economic Forum based in Singapore with partnerships in five other ASEAN countries: Indonesia, the Philippines, Vietnam, Cambodia, and Myanmar.

As our development work continues to expand, Grow PNG is seeking to appoint a talented individual **with experience** in Financial Reporting, Accounts Receivable, Invoicing, **Donor Funds, HR, and Office Management** as **Manager, Finance and Human Resources**.

Position Summary:

This position is critical to ensuring the smooth **financial** operation of **Grow PNG's** Secretariat team in Lae and **contributing** to the ongoing development of our dynamic and well-connected regional network.

The **Manager, Finance and Human Resources** is responsible for overseeing financial management, budget tracking, and **first-line** human resources functions. This role ensures efficient office operations, compliance with financial policies, and effective HR management. **The** incumbent plays a vital role in maintaining financial integrity and fostering a positive workplace culture through best practices.

This role reports to the **Country Director**, Grow PNG, and liaises with the Regional **Managers** of Finance and Human Resources Operations of Grow Asia.

We seek a highly motivated, organized, and experienced **professional** for this critical role.



RESPONSIBILITIES include but are not limited to:

1. Financial Management and Budgetary Management

- Develop and monitor the office budget, ensuring alignment with approved financial plans.
- Oversee financial transactions, including payments to service providers, payroll processing, and contractual obligations.
- Maintain accurate financial records, receipts, invoices, and reconcile accounts as needed.
- Assist in preparing periodic financial reports, forecasts, and audits in collaboration with the Country Director.
- Ensure compliance with financial policies, tax regulations, and internal controls.
- Liaise with external auditors, financial institutions, and regulatory bodies as required.
- Work with the Grow Asia regional teams in preparing operational budgets and consolidating budgets into annual or quarterly budget pipelines.
- Assist the regional finance team to monitor and report for collection of donor receivables or settlement of donor payables in a timely manner.
- Assist the regional finance team in the management of travel claims and expenses in accordance with Grow Asia policies.
- Support the Grow PNG team by conducting training for non-finance staff to encourage awareness of proper budget management.
- Support the regional finance team in preparation of internal and external audits, preparing audit responses, and ensuring implementation of accepted recommendations.
- Ad-hoc projects as needed and additional duties as assigned.

2. Human Resource Management

- Oversee personnel administration, recruitment processes, contracting and induction for staff and consultants locally. Advise the Country Director of HR issues that arise.
- Ensure alignment of HR policies and tools with Grow Asia in compliance with labour laws.
- Maintain employee records, contracts, and benefits administration.
- Oversee the preparation of payroll from third party accounting contractors to process salaries for local employees pay and ensure that contractors submit all statutory deductions as required by local law, including taxes in a timely manner.
- Coordinate performance management processes, including staff evaluations and training programs.
- Follow-up on employee's annual Appraisal reports and consolidation of recommendations for review with the Country Director.
- Handle employee relations matters, including conflict resolution and disciplinary actions.

3. Administrative Coordination



- Ensure efficient day-to-day office operations, maintaining a well-organized work environment.
- Manage office supplies, procurement, and vendor relationships.
- Support logistical arrangements and diaries for meetings and events for the country office.
- Plan, organize and book travel arrangements, workshops, and meetings, including liaising with internal and/or external parties involved for staff, consultants, and visitors.
- Maintain organisational culture and office organization such as all paperwork, filing systems (both digital and physical) for financial and HR records, healthy working office environment, office supply management, IT system etc.
- Process and ensure all procurement processes comply with Grow Asia policies, donors, and country laws according to project needs and budget.
- Managing asset registration (record, monitor, tracking inventories, disposal, etc.) in accordance with established procedures.
- Develop, implement, and maintain office policies and procedures to ensure regulatory compliance and consistent operations.

THE SUCCESSFUL APPLICANT:

Education:

- A degree in Finance, Accounting, Human Resources, Business Administration, or a related field.
- Professional certifications (e.g., CPA, PNGHRI) are a plus.
- Senior and experienced bookkeeping personnel will also be considered on merit.

Experience:

- Minimum 3-5 years of experience in finance, HR management, or office administration.
- Strong background in budgeting, financial reporting, and payroll processing.
- Demonstrated experience and exposure in HR functions, including recruitment, compliance, and employee relations.

Technical Skills:

- Fluency in English, and able to communicate adequately.
- Proficiency in Microsoft Office, and common financial management systems.

Skills and Competencies

- Financial Acumen: Expertise in budgeting, expense tracking, and financial reporting.
- Organizational Skills: Ability to prioritize tasks, meet deadlines, and manage multiple responsibilities.
- Attention to Detail: Ensures accuracy in financial records, documentation, and HR compliance.
- Communication: Strong verbal and written communication skills, capable of engaging with diverse stakeholders.



- Problem-Solving: Ability to identify inefficiencies and implement process improvements.
- Interpersonal Skills: Supportive team player who fosters a positive work environment.

Working Conditions

- Office-based role with occasional travel for financial and HR-related duties.
- May require flexibility in working hours to meet deadlines or handle HR issues.

Location: Lae, Papua New Guinea

Travel requirement: 10% of the time

Salary: Competitive

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient, and compassionate team that values autonomy, (3) be part of a dynamic, well-respected and credible entity in PNG and the broader Southeast Asia, and (4) contribute to social, economic and environmental progress in PNG and beyond.

HOW TO APPLY:

Qualified applicants are invited to send their resume and cover letter to careers@growasia.org. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: Manager, Finance & Human Resources – Your Name").

Due to the volume of applications expected, only shortlisted candidates will be notified.

About Grow Asia

Grow Asia was established by the World Economic Forum in 2015 in collaboration with the Association of Southeast Asian Nations (ASEAN) in response to the urgent need to transform food systems to be more inclusive, sustainable, and resilient to climate change. As a multi-stakeholder platform, Grow Asia works with more than 700 global and regional partners to broker market-driven solutions across Southeast Asia. We do this by convening leading decision makers from public, private, and civil society organizations, mobilizing partnerships and funding models, and delivering best practice through the implementation of collaborative public-private projects at a field-, national-, and regional level.

The Grow Asia network comprises our regional office in Singapore and five country chapters in Cambodia, Indonesia, Papua New Guinea, the Philippines, and Viet Nam. The network operates through 44 national and sectoral Working Groups and is already reaching over 3.4 million smallholders across Southeast Asia with market-



led solutions. In 2020, Grow Asia was accredited as an Entity Associated with ASEAN. This accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships and acting as a delivery mechanism for ASEAN Technical Assistance.

As a multi-stakeholder platform, we believe all voices matter and actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability, or gender identity.