

Finance Assistant

ACCOUNTS DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking a proactive and detail-oriented Finance Assistant to join our growing Finance team. This role is ideal for someone looking to gain broad exposure across all core finance functions including accounts payable, accounts receivable, reconciliations, and administrative support. The Finance Assistant will work closely with the Finance Manager and other team members to ensure smooth day-to-day operations and accurate financial recordkeeping.

JOB OVERVIEW:

Reporting directly to the Finance Manager, the Finance Assistant will support the finance team in executing daily financial tasks, maintaining documentation, and assisting with reporting and compliance. This role is a great opportunity for someone looking to build a career in finance and gain hands-on experience across multiple areas of the department.

KEY RESPONSIBILITIES:

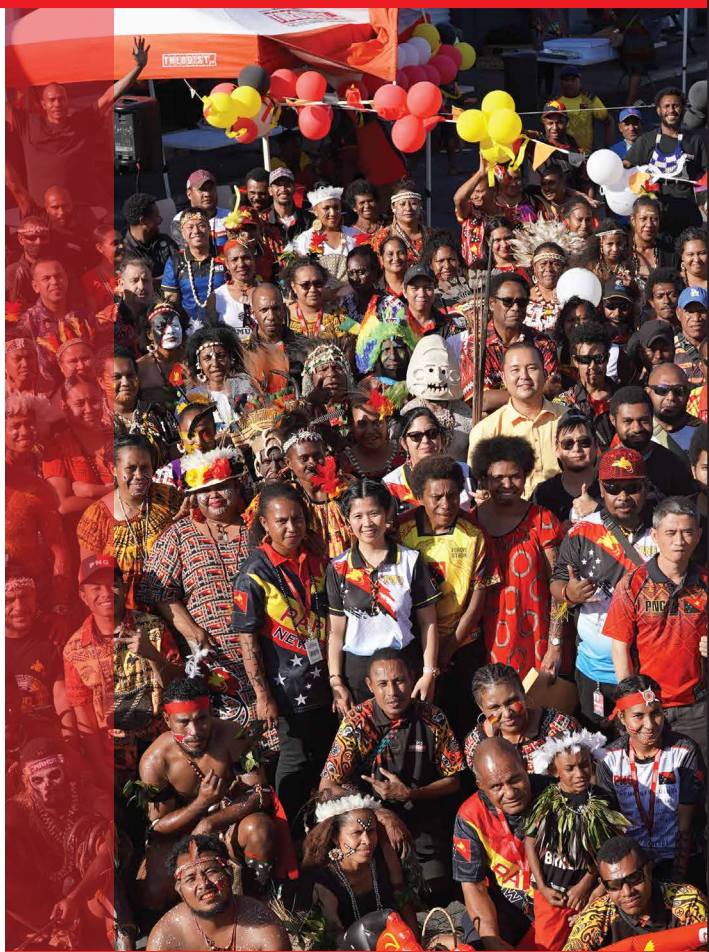
- Assist with processing invoices, payments, and receipts for both accounts payable and receivable.
- Support bank and POS reconciliations, ensuring accuracy and timely resolution of discrepancies.
- Maintain and organize financial records, including filing and archiving of documents.
- Assist in preparing financial reports and summaries for internal use.
- Liaise with internal departments and external vendors to follow up on outstanding items.
- Provide administrative support to the finance team, including data entry and document preparation.
- Support month-end and year-end closing activities.
- Ensure compliance with internal financial policies and procedures.

QUALIFICATIONS AND SKILLS

- Diploma or Bachelor's degree in Accounting, Finance, Business, or a related field.
- 1-2 years of experience in a finance or accounting support role is preferred.
- Proficiency in Microsoft Excel and accounting software; experience with PRONTO ERP is an advantage.
- Strong attention to detail and accuracy in data entry and recordkeeping.
- Good organizational and time management skills.
- Ability to work collaboratively in a team environment.
- Strong communication skills and a proactive attitude.

PREFERRED ATTRIBUTES:

- Exposure to both accounts payable and receivable functions.
- Familiarity with POS reconciliation and financial reporting.
- Willingness to learn and take on new responsibilities.
- Ability to handle confidential information with integrity.
- A positive, can-do attitude and eagerness to grow within the finance function.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is Friday, June 6th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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