***David Roy***

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***Objective***

* Seeking opportunities to use my knowledge and experience to serve the organization that may utilize my services in the areas of Financial, Management and Cost Accounting.

***Personal Information***

Age: 39 Years old

Religion: Christian - SDA

District: Goroka

Province: EHP

Marital Status: Married with 4 Kids

Driving License: Full – No 1276234

***Educational Qualification***

2017 Cert of Attainment IFRS Update CPA PNG

2016 Cert of Attainment Taxation (S&W) CPA PNG

2016 Cert of Attainment Taxation (corporate) CPA PNG

2006 Bachelor’s Degree Commerce Accounting PNG Unitech

2002 Diploma in Commerce—Accounting - UPNG

2007 Certificate in Public Sector W/Force – PNGIPA

Currently Registered Graduate with Certified Practicing Accountant—PNG

**Skills**

* Accounting Software, Team building, Problem solving, Decision making and communication

**Computer Skills**

* Proficient in Attaché, Oracle, ACCPAC, SYBIZ, MYOB, QUICKBOOK, SAGE, SAP and IFMS

***Work Experience***

**2020 – Team Leader PA & FS – PNG Forest Authority Pom**

* Supervise and train all expenditures accounts Officers to perform their duties and carry out their responsibilities diligently to ensure that financial reporting deadline are met.
* Making sure all accounts are properly reconciled and expenses are accurately coded in accordance with the chart of accounts and payments processed within the normal trading terms. Attend to all suppliers enquiries
* Responsible and taking control over expenses incurred and paid through other bank Accounts maintained outside of the HQ and ensure that these are accurately coded for processing through the computerized accounting system.
* Ensure that all fortnightly payrolls that are maintained in house are processed in a timely manner to reward workers. Strictly monitor the annual budget to ensure that all expenditure are within budget and obtain justification for any over expenditure for reporting
* To efficiently administer external contractual obligations such as renewal of membership to international organizations, renewal of insurances, and payments of contractual commitments made by the authority
* Prepare Financial Report for Royalty Accounts & Imprest Accounts
* Prepare Cash Movement Report for Royalty Account & Imprest Accounts

**2015 – Principle Budget Officer – National Broadcasting Corporation Pom**

 Monitor NBC Annual Budget Expenditures and Assist Executive Director Finance to formulate NBC Annual Budget.

* Responsible annual NBC Budget process, including periodic reforecasting exercises, supervises the development of all divisional sub-unit budgets and provides quarterly reports to Department of treasury.
* Supervisor budget staff and responsible to other Divisional heads for annual budget requirements.
* Assist Executive Director Finance formulate recurrent and Internal Budgets.
* Monitor monthly expenditures for the organization
* Monitor expenditures in attaché financial system
* Provide monthly divisional expenditure reports to divisional heads to review year to date spending.
* Analyse monthly finance report and reconcile cost allocation.
* Liaise with finance Department on regular basis to review year to date status, issues that require attention and future budget projections.
* Manage budget contingency allocation processes and tracking report.
* Liaise with treasury for monthly Government grant
* Responsible for classification of budget expenditures codes

**2014 – Financial Accountant & Administration Manager – RCF – Goroka, EHP**

I held the role of Financial Accountant as well as the Finance and Administration Manager Role and I was basically doing this responsibilities. Ensure an efficient and effective overall management of the financial accounting and management system of the Research and Conservation Foundation. My Role was basically to work closely with the respective line managers to deliver a comprehensive level of financial accountability and report directly to the management team and the board of director.

* Supervise preparation and postings of all payment and receipts vouchers into MYOB accounting system.
* Supervise reconciliation of all donors and RCF funds cash book to their respective bank account.
* Prepare and maintain an up to date manual reconciliation of all MYOB Balance Sheet ledger balances.
* Supervise reconciliation and payment of staff in house super funds (7 % & 5%) contributions to RCF Endowment Account.
* Supervise preparation and approve submission of GST and Group Employer (PAYE) days within 7 days after the end of each calendar month to Internal Revenue Commission.
* Prepare budget variance report with notes and hold budgetary meeting with respective line managers to monitor incurred costs against implemented activities results. FAM
* Prepare financial report in accordance with specific donor’s special reporting requirements.
* Prepare quarterly financial reports including notes and other relevant financial information for board meetings.
* Prepare project financial report in accordance with specific donor’s reporting schedule and requirements.

**2011 – 2014 Project Accountant Barrick Porgera Gold Mines Enga**

The Role I held as Project Accountant was assisting the Senior Accountants in preparing Capital reports, capital cost forecasts and cost analyses, providing financial support for the Strategic Planning and Projects Department, and ensuring compliance to sound capital management principles.

*Key Accountabilities*

* Assist in the Preparation of Capital reports for senior and corporate distribution
* Maintain the Capital Projects AFE Register
* Perform Cost Analyses on actual spend and forecast for all registered capital projects
* Provide cost control expertise and support to all department project owners and managers
* Assist Senior Accountants in preparation of budgets and forecasts to provide future management plans
* Prepare appropriate journals
* Apply, support and monitor capital management systems, to meet agreed service delivery levels in the following areas:

-General Ledger ,Cost and Variance Analysis, Annual Capital Budgeting Cycle, Capital Forecasting, Fixed Assets Accounting, Advise project owners and managers in analysing their budget position and in identifying opportunities for improving financial performance.

-Monitor the financial systems and business processes, identify and prioritise improvement opportunities and formulate alternatives and improvements to systems and methods.

* Assist the Capital Planning and Administration Superintendent with implementation of change management initiatives and other business improvement projects.
* Contribute to the safe and efficient operation of the team.
* Ensure appropriate facilities, procedures and workforce competence to achieve legal Compliance, incident prevention and the achievement of tasks in an environmentally sustainable manner.
* Maintain and develop relationships with stakeholders in PNG activities, consistent with

Barrick’s Community Relations Policies.

* Become actively involved in Barrick’s aims and objectives of engaging with the local communities and strive to leave a positive impact on the longer-term outcomes for local people. Promote the integration between this engagement and the success of the business.
* Ensure the development and maintenance of up to date job procedures for all tasks performed within the function.
* Develop objectives for sharing common infrastructure and support services across barrick and cascade this throughout function.
* Ensure effective communication with delegate prior to departure from site.

**2009 – 2011 Team Leader Management Accountant EDA RANU, Pom**

* Oversee all operational and Capital Expenditures costs and monthly movements
* Maintenance of the company’s Fixed Asset Register.
* Oversee company’s new capital projects.
* Control stores stock and oversee daily movements of stock and Accounting.
* Prepare Annual Budgets for the company.
* Administer and advice on budget variance
* Ensure all end of period entries and adjustment journals cost reports, Balance Sheet
* Reconciliation, Inventory, Fixed Asset and others are prepared and posted in accordance with the issued Accounting policies.

**2007 – 2009– Senior Budget & Admin Officer/Accounts Officer PNG Education Department, Moresby, PNG**

* Preparing Cash Flows for Education Department.
* Preparing Expenditure Report for the Department on a quarterly basis.
* Raising Requisitions for Payment to be done.
* Payments of operational grants to Teachers Colleges in PNG.
* Arranging for Accommodation, Airfare, Vehicle Hire, Travelling Allowance and Cash Advance for officers to use while on duty travel.
* Registering and examination of claims before payment is done.
* Preparing Reconciliation Statements.
* Preparing financial Statements.
* Sending cheque usage report to Bank of PNG.

**2007 Financial Accountant –Santy Forestry LTD Madang, PNG**

* Preparing Bank reconciliation Statements.
* Preparing Liquidation Statements
* Preparing Liquidation Report.
* Preparing Cheque Vouchers.
* Paying of outstanding bills to our creditors
* Examining Invoices before payment is done.
* Cash position Status report
* Updating Assets Register

**2005 - 2007 Cost Accountant - RD Tuna Canners Madang, PNG**

* Prepare monthly reconciliation Statements for sales local and overseas.
* Costing for Raw Materials used to do finished product.
* Preparing Financial Statements.
* Keep Stock of All Accountable forms and issue out to responsible departments to use.
* Supervise junior staff to do stock taking.

**2002 –2003 Accounts Officer– PNG Coffee Exports Goroka, PNG**

* Preparing Bank Reconciliation Statements.
* Raising Payments to creditors
* Collecting and receiving payments from debtors
* Daily checking with Shipping Schedule for shipments of green bean coffee to be exported
* Entering Daily transactions into ACCPAC program
* Assisting with Payroll to pay factory Employees

*Other responsibilities from time to time*

***Referee:***

1. Mr. Seri Mitige

Senior Legal Officer

PNG Forest Authority

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1. Mr. Ricky Tau

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1. Mr. Linz Waimba

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