**CURRICULUM VITAE**

**Name:**  **Mathias Manoa**

**Date of Birth:** 06th October 1982

**Marital Status:**  Married

**Home Province:** Eastern Highlands

**Home Address:**  C/- The Leprosy Mission (TLM)

 PO Box 3041, BOROKO, NCD

**Digicel Mobile Phone:** 7086 4082 / 7589 6337

**Email Address:** mmnoah777@gmail.com / mmathias.tlmpng@gmail.com

**PROFESSIONAL MEMBERSHIP: *CPA – Membership# RAT21494***

**OTHER COMMUNITY ROLE: National *Church Treasurer – Voice of Truth Ministries PNG.***

**EDUCATIONAL QUALIFICATIONS**

**TERTIARY:**

March 2014: Certificate in Quick Books Accounting Systems – Cambodia

Sept-Oct 2011: TOT Certificate – PNG University of Technology - Lae

2001 – 2003: Diploma in Business Studies, Accountancy - Lae Technical College

1999: Diploma in Accounting - International Training Institute – Part time

1998: Certificate, Introduction to computing, UPNG-Department of Mathematics

 **SECONDARY:**

1996 – 1998: Grade 12 Certificate: Adult Matriculation, EH University Centre

1991 – 1995: Grade 10 Certificate: Kabiufa High School

**EMPLOYMENT HISTORY**

***April 2017 – 30th June 2020.***

***Company*:**  **The Leprosy Mission (TLM)**

Position: **Finance Coordinator**

**Task Performed:**

* Manage daily Book Keeping - Finance and Accounting transactions, payables and receivables,
* Process overseas Payments, Invoicing, Receipts and Donor Funds (Tranche) Transfer.
* Verify payment vouchers and receipts, coding, and attend to queries from suppliers/customers and other day to day financial operation.
* Upkeep petty cash register, prepare creditors reconciliation and cheque payments.
* Process staff payroll including other statuary compliance – Nasfund/NCSL staff contribution, staff salary sacrifice and other staff issues – GST, Payroll tax, superannuation and other staff savings.
* Prepare general journal, adjustments and bank reconciliation.
* Prepare monthly budget verse actual, cash flow analysis, prepare donor acquittals & invoice next tranche funds request per signed contract.
* Other accounting functions- review, sorting, analysing, coding, posting, reconciling, filling.
* Invoice Care partners and head office for additional grants once project funds depleted.
* Review and approve payment requisitions, sign cheques and also authorise online transactions.
* Monitor monthly IRC SWT compliance and monthly GST refunds per guideline and procedures.
* Prepare monthly financial reports, balance sheet, income statement, update fixed asset register.
* Prepare staff travel allowance, logistics, accommodation and cash advances.
* Review applicants, interviews and create new staff files, includes their Banking, NASFUND, NCSL.
* Record keeping hard and soft copies filing system, archive filling storage.
* Internal control, inventory and assets register, monthly financial reports – balance sheet, Profit & Loss, Trial balance, Debtors/Creditors aging, Budget verse Actual, Donor’s acquittal report, payroll
* Audit preparation, Audit findings recommendations verification and adjustments.
* Compute GST returns, file statutory returns, IRC for rebates, follow on outstanding GST refunds.
* Experience working on project accounting, proper accounting filing for auditing and donors
* Monitor and forecast periodic cash requirements with TLM New Zealand for international funds transfer when quarterly funds depleted, credit cards and computation of overseas currency.
* Maintain asset and inventory management, compulsory insurance, vehicles registration/safety sticker, service & repair, building repair and maintenance, asset depreciation and office access.
* Abreast new TOR, procedures, policies, compliance or other directions from statutory bodies.
* Lead, participates at TLM overseas financial workshops/meetings; and other roles as required.
* Liaise with care partners and other civil society in promoting The Leprosy Mission vision of eliminating sick leprosy in the communities.
* Supervision of 2 office admin/accounts staff, and two drivers.
* ***ACHIEVEMENTS:*** *\*Setting up of proper accounting system for TLM in Port Moresby.*

*\*Setting up The Leprosy Mission Payroll System.*

*\* Proper financial system set up to attract funds from DAFT.*

***Jan 2012 – 31st May 2017***

***Company:***  **Clinton Health Access Initiative (CHAI) – GOROKA/POM**

Position: ***Finance Officer***

**Task Performed:**

* Prepare financial reports such as Transaction Detail by Account Report; Customer Balance & Transaction Detail Report; Accounts Payable Aging Detail Report; Balance Sheet Detail Report; Vendor Balance Detail Report; Trial Balance; Bank Reconciliation Detail Report and physical cash count & Petty Cash Reconciliation Report for Operation and Finance Director’s review before sending it to Boston Head Office.
* Monitor cash flow, budget expenditures, care partner funding and advice funds shortfall.
* Analysis, sort, code and process payment/receipts and other financial data into Quick Books accounting system including accrued, prepaid and amortisation expenses.
* Perform general ledger reconciliation; bank reconciliation and online transactive banking.
* Manage staff payroll, sacrifices and other fortnightly deduction.
* Process payments of staff salary/wages taxes deduction and savings: IRC/Nasfund/NCSL.
* Preform Accounts payable and receivable roles; payments of suppliers, customer’s invoicing and update vendors/customers aging trial balance.
* Upkeep Office petty cash register and prepare purchase order.
* Prepare GST tax returns for lodgement at IRC and follow up for tax rebates.
* Install accounting software (Quick books) at provincial offices and provide trainings.
* Processing of staff advance/reimbursement and other clerical administrative support.
* Maintains softcopy database backups and proper filing systems for external audit.
* Assist other general administration: staff logistics, travel, accommodation/meals, etc.
* Process motor vehicles insurance cover, third party/registration and upkeep asset register; monitor property maintenance and office rentals.
* Conduct basic book keeping training for livelihood enhancement programme.
* Administer daily office management and administration.
* ***ACHIEVEMENTS:*** *\*Install Quickbooks Accounting System from just manual filing.*

*\*Process all outstanding GST returns since the operation of CHAI.*

*\*Successful collections of GST rebates from IRC up to date.*

*\*Set up proper filing system for external audit.*

*\*Promoted from initial Bookkeeper to Finance Officer.*

***December 2010 – December 2011***

***Company*:**  **Medecins Sans Frontiers (MSF) – LAE (Family Support Centre)**

Position: ***Finance & Administrative Assistant***

**Task Performed:**

* Prepare suppliers payment voucher, process payments into boox accounting system.
* Maintain petty cash register and update project coordinator on cash flows.
* Prepare monthly bank reconciliations and assist Project Coordinator with budgeting.
* Monitor financial expenditures and assist in budgeting for management.
* Process payroll through computerise payroll (Omera) kund pay and printing of pay slip.
* Prepare End of month reports, roll over and chair staff monthly meetings.
* Perform HR duties, filling of staff contracts, Nasfund and attend to staff queries
* Update staff time sheets, process staff pay and print payslip from Omera payroll.
* Supervision of 3 drivers, a storeman, cleaner and an admin staff.
* ***ACHIEVEMENTS:*** *\*Setting up of Family Support Centre Boox Accounting System.*

*\*Setting up Family Support Centre Omera Payroll System.*

*\* Production of financial reports & payslips now done at Lae branch.*

***October 2009 – December 2010***

***Company*:**  **Highlands Products – Zenag Chicken (Zenag Farm)**

Position: ***Central Warehouse Supervisor***

**Task Performed:**

* Prepare monthly inventory stocktake of workshop, farm, electrical, building accessories and other consumables items from central warehouse for the farm usages.
* Supervise storemen and monitor warehouse daily routine tasks and staff timesheet.
* Monitor stock cards, reordering stocks, liaise with workshop manager, farm managers, building managers, electrical manager for their special orders apart from normal accessories supplies.
* Sourcing supplier’s quotations, placing orders, procure supplies and advice drivers for pick up.
* Prepare all the documents, invoice, despatches, stock count once the goods received signed and forward the documents to accounts for payments.
* Prepare End of month reports, roll over and chair staff monthly meetings.
* Setup major tools shed and reporting sheet for tools borrow from different farm department usage. Warehouse supply cahin.
* Monitor six major fuel bunker usages using lip stick and prepare in advance for fuel supply.

Supervision of 2 drivers, 3 storemen, cleaner and an admin staff.

* ***ACHIEVEMENTS:*** *\*Setting up of filling catalogue and shelfs of new central ware house.*

*\*Setting up process and procures of releasing goods and tools.*

*\* Production of warehouse reports in standard setting going forward.*

***February 2004 – September 2009***

***Company:*** **Farmset Ltd**

Position: **Accounts Clerk – Head Office - Goroka (2004 – 2006)**

 **Finance & Admin Officer – Kimbe Farmset (2006 - 2009)**

**Task Performed:**

* Perform Accounts Payable and Receivable roles, reconciliation & aging trial balances.
* Liaise with branch finance officers for weekly sales summary interbank transfer.
* Upkeep branch impress account and perform roll over to new accounting period.
* Perform End of month inventory/stock take and arrange staff for stock count.
* Perform other accounting and administrative duties as required.
* ***ACHIEVEMENTS:***  \*HQ *Promoted to new Kimbe Branch as a Finance & Admin Officer.*

*\*Setting up accounting system for new Farmset branch at Kimbe.*

**SKILLS**

* Acquired skills in Accounting & Administration.
* Computer programme of spreadsheet and Microsoft Excel, Word, Outlook & Internet /Skype.
* Fax/photocopy, binding, file lamination, computer setup, hard and soft copy filing.
* Quick book accounting system, Pronto, Attache’7 and Omera payroll.
* Fair knowledge of MYOB, Public services Management Act, General Orders and Employment Act.

**AIM, GOAL, VALUES & PURPOSE**

**Aim:** Further my educationqualification and Career development.

**Goal:** To work my way up in the organization’s hierarch.

**Values:** My integrity, Religious beliefs, Career, Job and Family

**Purpose:** To serve my career based on code of ethics & Stand up for what is right.

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REFEREES:

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| --- | --- |
| Name: | **Ms. Nellie Tabie**  |
| Position: | **Corporate Director** |
| Employer: | **St. John Ambulance Papua New Guinea** *(Current Employer)* |
| Contact numbers:(mobile and landline nos.) | **+675 7300 4453** |
| Email address: | **ntabie@stjohn.org.pg** |

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| --- | --- |
| Name: | **Ms. Merilyn Gairo** |
| Position: | **Project Coordinator** |
| Employer: | **The Leprosy Mission PNG – TLM** *(Recent Previous Employer)* |
| Contact numbers:(mobile and landline nos.) | **+675 7165 4143** |
| Email address: | **mgairo.tlmpng@gmail.com** |

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| --- | --- |
| Name: | **Ms. Eunice Kehana** |
| Position: | **Project Coordinator** |
| Employer: | **Clinton Health Access Initiative – CHAI** *(Past Previous Employer)* |
| Contact numbers:(mobile and landline nos.) | **+675 7033 0128** |
| Email address: | ekehana@gmail.com |