James Tara

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Boroko NCD.

Jtara801@gmail.com

04/11/21

Human Resources Department

PNG Power Limited

Port Moresby

National Capital District

Dear Human Recourses Manager;

**SUBJECT: APPLICATION FOR MANAGER STORES & LOGISTICS ROLE WITH PNG POWER LIMITED.**

I write to formally apply for the role of senior finance officer as posted online on the PNG Power website recently.

I hold a Bachelors in Commerce/Accountancy from the Papua New Guinea University of Technology and have been professionally employed in various capacities in finance departments of my respective employers’ for 10 years to date. A more detailed employment history is contained herewith for your ease of reference.

At present, I am tax and budgets officer with Water PNG Limited, my duties here include but are not limited to; preparation and lodgement of monthly GST, BIPT and FCWT liability, IRC supplier reconciliations, balance sheet reconciliations, audit preparedness, budget preparation and monitoring, I also have all round experience in pronto software, and in particular the GL module and the inventory module.

For the most part of my career, I have been involved in inventory management of Water PNG Limited as inventory officer. In this capacity, I have had the opportunity to perform the following roles but not limited to

* Procuring and dispatching stock items to business centre warehouses once re order quantities are reached.
* Ensure storemen post stock issuance into production or distribution jobs daily to update outgoing stock from warehouse.
* Oversee monthly and year end stock take counts in line with audit requirements and company policy.
* Post any stock adjustments and correctly document posting.
* Investigate any variance and take appropriate corrective action
* Monitor stock movement in branches and assist stores personal with posting of stock transactions.
* Ensure stock transaction documents are readily available for audit purposes and respond to any queries from auditor in relation to stock.

Having read the requirements and candidate suitability for role. I am confident I possess the necessary skills and experience for the role and can be able to perform to expectations if given the opportunity.

Enclosed herewith are my resume for your consideration. Other relevant documents can be provided upon request.

I am available at your convenience should you find me a suitable candidate and can be reached via mobile on 7586-1251/7108-5884 or via email on jtara801@gmail.com

I thank you for your time and hope to hear back from you soon.

Yours Sincerely



James Tara

Applicant.

 **Curriculum Vitae for Mr. James Tara**

1. **Personal Particulars.**

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| **Name** | James Menilik Tara |
| **Date of Birth** | 02nd September 1985 |
| **Marital Status** | Married  |
| **Home Province**  | Simbu |
| **Religion** | Roman Catholic |
| **Contact** | C/-PO Box 2779Boroko NCDEmail: jtara801@gmail.com/jtara@waterpng.com.pgMobile: (675) 7014 9714/(675) 7108 5884 |

1. **Educational Particulars.**

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| **Year** | **Institution** | **Qualification attained** |
| 2012 | Papua New Guinea University of Technology | Bachelor in Commerce/Accountancy |
| 2009 | Papua New Guinea University of Technology | Diploma in Commerce/Accountancy |
| 2005 | Port Moresby National High School | Higher School Certificate(Grade 12) |

1. **Employment History.**

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| **Organisation** | **Water PNG Limited** |
| **Year** | **20/07/2019 - Current** |
| **Position held** | **Tax & Budgets Officer** |
| **responsibilities** | * Lodging of monthly GST returns to IRC.
* Lodging of BIPT & FCWT returns to IRC.
* Reconciliation of GL tax liability accounts.
* Liaise with IRC on any taxation issues
* Collation of budget data from budget owners for compilation
* Monitor capital expenditure against capex budget.
* Preparation of budget vs actual profit & loss by branches.
* Any other duties as directed by supervisors.
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| **Organisation** | **Water PNG Limited** |
| **Year** | **01/07/2018-20/07/2019**  |
| **Position held** | **Acting General Ledger(GL) Accountant** |
| **responsibilities** | * Reconciliation of Balance sheet accounts.
* Co-ordinate month end closure process,
* Preparation of month end accruals and adjustments
* Preparation of monthly management reports(balance sheet & Profit & loss)
* Preparation of annual Financial reports
* Collate annual audit file for external audit file and respond to audit requests & queries
* Monitor the performance of GL team
* Any other duties as required by Manager Finance & or CFO
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| **Organisation** | **Water PNG Limited** |
| **Year** | **01/01/2018 – 01/07/2018** |
| **Position held** | **Tax & Budgets Officer** |
| **responsibilities** | * Roles and responsibilities same as current position held(above)

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| **Organisation** | **Water PNG Limited** |
| **Year** | **18/08/2013– 31/12/2017** |
| **Position held** | **Graduate Accountant, subsequently fixed assets & Inventory officer** |
| **responsibilities** | * Monitor posting of inventory transactions in pronto accounting software from inventory receipts thru to stock issuance is jobs, adjustments, returns and month end stock takes for all Water PNG warehouses.
* Physically supervise month end stock take at central warehouses
* Reconciliation of inventory sub-ledger to inventory control account in general ledger(GL)
* Maintain fixed assets register(FAR) for all Water PNG Business Centres
* Month end reconciliation of FAR to relevant GL accounts in pronto accounting software.
* Reconciliation of other balance sheet accounts as directed by Management accountant and or finance manager
* Procurement of accountable forms and other items as directed.
* Any other duties as directed by finance manager or management accountant.
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| **Organisation** | **Lae Biscuit Company** |
| **Year** | **01/03/2012 – 31/10/2012** |
| **Position held** | **Inventory Clerk** |
| **responsibilities** | * Posting of raw material inventory receipts into accpac accounting software.
* Posting of raw materials inventory issuance to production into accpac accounting software.
* Posting of other stock transactions as transfers, returns and adjustments for both finished goods and raw material inventory items.
* Posting receipt of finished goods from production to warehouse in accpac accounting software.
* Conduct month end stock takes and reconcile both finished goods and raw material inventory in accpac accounting software to actuals in stock.
* Calculate direct material cost portion of cost of production for each production run.
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1. **Other Particulars**

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| **Mission Statement** | To serve with honesty and innovation to the best of my ability in whatever capacity I am in. |
| **Future ambition** | To be a competent accountant and manager in the next 3-5 years. |
| **Professional affiliation** | Certified Practicing Accountants , CPA registration id # 5900 |
| **Hobbies/Interests** | Reading, Rugby, and music. |
| **Other professional capacities held** | * Executive officer and member of Water PNG Board subcommittee on assets and investments(CFO’s delegate)
* Member of Water PNG Tender opening & evaluation Committee
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| **Key Competencies/skills possessed**  | * Good working knowledge of Microsoft office suites (including word, excel, outlook), pronto accounting software and similar software.
* Keen & Fast Learner
* Ability to see the big picture and work towards objectives with minimum supervision.
* Good analytical skills especially of financial data and processes
* Good oral and written communications skills including report writing.
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| **Referees** | * Mr Susanta Chanda

Chief Financial OfficerWater PNG LimitedEmail: schanda@waterpng.com.pgPhone: 3031600* Mrs. Thelma Baim

Manager Management AccountingWater PNG LimitedEmail; tbaim@waterpng.com.pgPhone: 3031600* Mr. Maiani Nailina

General Ledger AccountantWater PNG LimitedEmail; mnailina@waterpng.com.pgPhone: 3031600 |

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