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Careers

PwC is your opportunity to learn with purpose, lead with heart and make a positive impact on the world.

We invite you to apply for the following opportunity based in Port Moresby:

Associate, Company Secretarial

A career within our financial advisory line of service will provide you with the opportunity to help our clients meet and fulfil their statutory obligations while managing the impact on their business. You'll focus on helping businesses with corporate compliance requirements, corporate governance matters, and providing application support to our clients.

As an Associate, you'll be a part of our community of solvers, leading and helping to solve business issues from strategy to execution. You will report to the Company Secretarial Manager and your roles and responsibilities include but not limited to:

- maintaining client's statutory registers and company records
- managing clients company records
- maintaining client's registered office
- liaising with the relevant external regulatory agencies
- managing internal registers
- organising and servicing meetings
- monitor changes in legislation.

You will ideally hold a relevant tertiary qualification or an equivalent combination of education and work-related experience. Your strong organisational skills, communication skills combined with your attention to detail and ability to manage your time will see you hit the ground running and excel in this role.

PwC is Papua New Guinea's leading professional services firm. We offer in return a competitive salary package, and a range of other benefits commensurate with experience, and an environment that encourages you to do meaningful work and make an impact.

How do I apply?

Submit your application now by emailing us your CV and relevant supporting documents to pg_humancapital@pwc.com using the subject line **EOI - Associate, Company Secretarial**

Applications close Friday, 15 March 2024.