



The Mining & Petroleum Savings and Loan Society Limited providing financial services to PNG national workers employees within Mining & Petroleum sector in Papua New Guinea. The Society now invites applications from qualified people to fill the following position.

Data Entry & Accounts Support Officer.

Reporting to the Senior Accounts Officer, this position is responsible for the following:

- Accurately inputting financial and member data in the society systems.
- Maintain clean digital and physical records.
- Provide day-to-day assistance with core accounting functions such as accounts payable, accounts receivable and basic reconciliations.
- Carry out daily administrative functions and banking runs.
- Attend to member enquiries.

The successful applicant should possess the following:

- Minimum in Diploma qualifications in Accounting & Business Management.
- At least three years' experience within Savings & Loan Industry or Financial Institution would be an advantage.
- Strong working knowledge of Micro-soft excel.
- Familiarity with Attache accounting software and SaveLoanSmart CBS.
- High attention to details and commitment to error-free work.
- Good management and organisational skills.
- Excellent Customer Service focus.
- Able to work under pressure and meet deadlines.
- Must be a team player.

Interested persons with relevant qualifications and experience should submit their written applications to:

Manager
Mining & Petroleum Savings and Loan Society Ltd
PO Box 365, Gordons,
National Capital District
Or email to: recruitment@mpsl.com.pg

In the event you do not hear from the Society within a period of 21 days after the closing date of applications, your application shall be deemed to be unsuccessful. The CV's of unsuccessful candidates will not be returned.

Applications closed at 5.00pm on Friday 12th November 2026.