



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.033
OFFICE: TWIN TOWER 01	DESIGNATION/CLASSIFICATION: ACCOUNTANT 3 – PUBLIC ACCOUNTS SUPPORT, GRADE 12	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	LOCAL DESIGNATION: ACCOUNTANT 3 – PUBLIC ACCOUNTS SUPPORT	
BRANCH: GENERAL LEDGER	REPORTING TO: PRINCIPAL ACCOUNTANT – PUBLIC ACCOUNTS SYS. POS. NO: REF. NO: DFAFCD.031	
SECTION: GENERAL LEDGER	LOCATION: TWIN TOWER 01, MELANESIAN WAY	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	18.03.2025	Revised & Redesignated

2. PURPOSE

To manage and provide support and assistance to the Manager Public Account – General Ledgers in actively ensuring that the General Ledger is updated with all Loan related transactions/data from the Financial Management Division of the Department of Treasury, on a timely manner.

3. DIMENSION

Reports and assist the Manager Public Account – General Ledger Branch, and to actively manage, on a timely manner, Loan Journals from the Department of Treasury for the update and proper maintenance of the General Ledger.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Manager Public Account – General Ledger Branch to provide timely reports.
- II. To undertake activities associated with the operations of the section/unit.
- III. Ensure timely input of all Loan data/journals into IFMS.

IV. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Ensure borrowings, lending and investment data are captured in IFMS on a timely manner;
- Ensure good leadership, management and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with Clients, Staff and Stakeholders;
- Effectively learn and build your knowledge/capacity of the operations section and to ensure job, knowledge and skills are transferred;
- Ensure to be instilled with operational knowledge and understanding of Public Finance Management with Public Service Management Act and the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes, meeting deadlines, in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE OF THE WORK

(a) Internal

- Liaise closely with the Manager - Public Account, General Ledgers Branch (Accounting Framework & Compliance Division);
- Work alongside Manager Public Account, Public Accounts Investment Officer, Public Accounts Logistics Officer, and other officers within the General Ledger Branch, Division and the Department when required.

(b) External

- Liaise with the Department of Treasury as directed by the Manager Operations – General Ledger Branch of Financial Reporting & Compliance Division.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Activity Plan.

7.2 Recommendations:

- Provide recommendations to the Assistant Secretary (AS) – General Ledger through Manager Public Account, on sectoral matters.
- Recommend to the Assistant Secretary (AS) through Manager Operations (MO) possible resolutions and identify ways to improve issues, systems and process within the Operations Section, Branch and Division.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary (AS) through the Manager Public Account.

8. CHALLENGES

- Assisting the Manager Public Account with planning and development of Section/Branch Work plan and Branch Budget;
- Keeping update and aware the with changes in legislations, Acts, internal policies and Standard Operational Procedures, (SOPs);
- Performing higher role of duty is incumbent, in the absence of the Manager Operations, General Ledger Branch;
- Contribute to the alignment of personal goals with Sectoral goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and workload. It is important that people in your section are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that you are provided the skills you need for the efficient and smooth operation of all specific business processes or other relevant tools to efficiently undertake your roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experiences:

- A Degree in Accounting or Business management from a recognised University or Tertiary Institute;
- Extensive experience in Business Finance and Accounting within public Sector/Agency;
- Have at least 6 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;

Knowledge:

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act;
- Practical knowledge of the IFMS.

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving and related issues;
- Effective report writing and presentation skills;
- Have the ability to troubleshoot issues;
- Proven ability to be a team player;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;



- Ability to be highly organised and to respond to pressure;
- Ability to provide effective recommendation(s);

NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Accountant 3 - Public Accounts Support Officer, Gr 12**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: Date:

Employee Signature: (print)

Supervisor Name: Date:

Supervisor Signature; (print) Supervisor Title:

Division Head Name: Date:

Division Head Signature: Division Head Title: