



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFAFCD.042
<b>OFFICE:</b> TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> PRINCIPAL ACCOUNTANT – GENERAL LEDGER REPORTING, GRADE 16	
<b>DIVISION:</b> ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	<b>LOCAL DESIGNATION:</b> PRINCIPAL ACCOUNTANT – GENERAL LEDGER REPORTING	
<b>BRANCH:</b>  GENERAL LEDGER	<b>REPORTING TO:</b> ASSISTANT SECRETARY – GENERAL LEDGER BRANCH  <b>SYS. POS. NO:</b>  <b>REF. NO:</b> DFAFCD.030	
<b>SECTION:</b> GENERAL LEDGER – AFCD	<b>LOCATION:</b> 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 & Redesigned

2. PURPOSE

To manage and provide support and assistance to the Assistant Secretary – General Ledgers in monitoring Standard Operational Procedures, (SOPs) and ensuring that all activities relating to the Public Accounts are attended to on a timely manner.

3. DIMENSION

The Manager – Reporting reports directly to the Assistant Secretary – General Ledger Branch under Accounting Framework & Compliance Division and is responsible for monitoring of Standard Operational Procedures or business processes and Reporting of the Public Accounts.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Assistant Secretary – General Ledger Branch to provide timely reports.

- II. To undertake activities associated with keeping the Ledger neat and tidy.
- III. Ensure all Trusts and Revenue Journals are imported into IFMS monthly/quarterly.
- IV. People, management monitoring of SOPs and administration of the Quality Assurance section.
- V. Maintain professional conduct, confidentiality and ethical standards.

## 5. MAJOR DUTIES

- Manage, maintain and update the General Ledger at all times and provide Financial Reports when called upon;
- Provide leadership, mentoring and coaching for those reporting to Senior officers and other officers of the Section;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with Staff, Clients, and Stakeholders;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Organizational Strategy Division (OSD) any training programs and ensure it is properly managed and facilitated through the office of the Assistant Secretary – General Ledger;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinates are trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes 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 Assistant Secretary – General Ledgers Branch (Accounting Framework & Compliance Division);
- Works alongside with Manager Public Accounts Operations, Manager Public Accounts Quality Assurance, Public Accounts Audit & Manager Bank Reconciliations Support. – General Ledger Branch (Accounting Framework & Compliance Division).
- Supervises the Trust, Revenue and expenditure Officers.

### (b) External

- Liaise with relevant National Departments/Organisations as directed by the Assistant Secretary – 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 Operational Plan.

## **7.2 Recommendations:**

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters.
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

## **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 First Assistant Secretary (FAS) through the Assistant Secretary AS).

## **8. CHALLENGES**

- Assisting the Assistant Secretary with planning and development of Branch/Divisional Work plan and Divisional 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 Assistant Secretary, General Ledger Branch;
- Contribute to the alignment of personal goals with divisional 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 resource allocation. It is important that people 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 all supervised staff are trained on the operation of all specific business processes or other relevant tools to efficiently undertaking their 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 form a recognised University or Tertiary Institute;
- Extensive experience in payroll Configuration within public Sector/Agency;
- Have at least 6 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Accounting.

### **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 affecting GL operations and provide assistance;
- Proven ability to lead and manage a small team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to provide effective management advice.

**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 **Principal Accountant – General Ledger Reporting, Gr16**. 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: .....