



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.044
OFFICE: TWIN TOWER 01	DESIGNATION/CLASSIFICATION: ACCOUNTANT 3 - BANK RECONCILIATION LOGISTICS ISSUES, GRADE 12	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	LOCAL DESIGNATION: ACCOUNTANT 3 - BANK RECONCILIATION LOGISTICS ISSUE	
BRANCH: GENERAL LEDGER	REPORTING TO: PRINCIPAL ACCOUNTANT – GENERAL LEDGER REPORTING SYS. POS. NO: REF. NO: DFAFCD.042	
SECTION: GENERAL LEDGER -AFCD	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 & Redesigned

2. PURPOSE

To provide support and assistance to the Manager Reporting – General Ledgers in actively ensure that Management Letters and all audit queries related to Public Accounts are managed coordinated effectively and efficiently. Ensure all responses are attended to and on a timely manner.

3. DIMENSION

Assist the Manager Reporting – General Ledger Branch, and to actively coordinate responses to Management Letters and AGO audit queries at all times.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Manager Reporting – General Ledger Branch to ensure all responses to ML and Audit queries are coordinated on a timely manner.

- II. To undertake all activities associated with the operations of Public Accounts Audit.
- III. Liaise closely with Manager – Reporting on coordination of timely responses to the audit queries and ML to the AGO.
- IV. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Actively ensure all responses to Management Letters (ML) and all Audit Queries related to Public Accounts are managed/coordinated effectively and efficiently;
- Ensure good 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/work closely with the Manager –Reporting, General Ledgers Branch (Financial Reporting & Compliance Division);
- Work alongside Public Accounts Audit Issues Officer, Public Accounts Audit Support Officer and other officers within the General Ledger Branch, Accounting Framework & Compliance Division.

(b) External

- Liaise with other National Department/Agencies on Public Accounts matters, through Manager Public Accounts Audit - General Ledger Branch of Accounting Framework & 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 support and recommendations to the Manager Reporting – General Ledger Branch on sectoral matters.

- Recommend to the Assistant Secretary (AS) General Ledger, through Manager Public Accounts Audit effective/efficient resolutions on coordination of responses to ML and Audit Queries, and identify ways to improve responses to ML and Public Accounts Audit queries.

7.3 Decisions:

- Provide insights and make recommendation(s) on effective/efficient performance of allocated tasks;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary (AS) through the Manager Reporting – General Ledger Branch, Accounting Framework and Compliance Division.

8. CHALLENGES

- Assisting the Manager Reporting –General Ledger with planning and development Sectoral/Branch Work plan;
- 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 Reporting, General Ledger Branch;
- Contribute to the alignment of personal goals with Sectoral goals in open communication and cooperation with Sectoral goals and contribute to a work environment appropriate 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 working 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 - Bank Reconciliation - Logistics Issues, Gr12**. 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: