



## JOB DESCRIPTION

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFAFCD.045
<b>OFFICE:</b> TWIN TOWER 01	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR ACCOUNTANT BANK RECONCILIATION PROCESSING OFFICER, GRADE 14	
<b>DIVISION:</b> ACCOUNTING FRAMEWORKS & COMPLIANCE	<b>LOCAL DESIGNATION:</b> SENIOR ACCOUNTANT BANK RECONCILIATION PROCESSING	
<b>BRANCH:</b> GENERAL LEDGER	<b>REPORTING TO:</b> PRINCIPAL ACCOUNTANT GENERAL LEDGER – REPORTING - REPORTING <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.042	
<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 provide support/assistance to the Manager Bank Reconciliation Support – General Ledgers in actively ensuring that all National Departments/Agencies Monthly Bank Reconciliations journals are all properly done up that the Ledger is ready for upload. All bank statements are to be in hand for the upload.

### 3. DIMENSION

Reports and assist the Manager Reporting – General Ledger Branch, and to actively making sure tidy ledger is maintained at all times.

### 4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Manager Reporting – General Ledger Branch to ensure the Ledger is tidy for uploading.
- II. To ensure Departments/Agencies did all necessary needed journals before month-end.
- III. Liaise closely with Manager – Reporting for timely reconciling of the National/Agencies Accounts.

IV. Maintain professional conduct, confidentiality and ethical standards.

## **5. MAJOR DUTIES**

- Assist the Manager Reporting to ensure that all National Departments/Agencies Monthly Bank Reconciliations journals are all properly done up so that the Ledger is tidy/ready for upload. Ensure that all bank statements are in hand, ready for upload.
- 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 – Bank Reconciliation Support, General Ledgers Branch (Financial Reporting & Compliance Division);
- Work alongside Bank Rec. Quality Assurance Officer, Bank Rec. Support Officer and Bank Rec. Logistics Officer, and other colleagues/officers within the General Ledger Branch, Accounting Framework & Compliance Division.

### **(b) External**

- Liaise with other National Department/Agencies on Bank Reconciliation matters, through Manager Reporting - 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) through Manager Reporting possible resolutions and identify ways to improve Monthly Bank Reconciliations.

### **7.3 Decisions:**

- Provide insights and make decisions on efficient and effective Bank Reconciliations;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary (AS) through the Manager Reporting.

### **8. CHALLENGES**

- Assisting the Manager Reporting with planning and development Sectoral/Branch Activity/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);
- Practical knowledge about IFMS

**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 **Senior Accountant Bank Reconciliation Processing, Gr14**. 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: .....

