



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24 / 03 / 2025

1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFCD.005
<b>OFFICE:</b> LEVEL 7, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ACCOUNTANT 5 OPERATIONS , GRADE 16	
<b>DIVISION:</b> FINANCIAL CONTROLS	<b>LOCAL DESIGNATION:</b> OPERATIONS -CASH MANAGEMENT	
<b>BRANCH:</b> CASH MANAGEMENT	<b>REPORTING TO:</b> ASSISTANT SECRETARY – CASH MANAGEMENT	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	22.03.2025	Revised According to Re-org

2. PURPOSE

To manage the Operations of EFT Transactions and Transfers Transactions at Cash Management Branch and provide reconciliations and reporting on financial transactions.

3. DIMENSIONS

The Accountant 5 – Operations (Cash management) reports to the Assistant Secretary – Cash Management, oversees the activities of the EFT and Transfers and supervises five subordinates' staff.

4. PRINCIPAL ACCOUNTABILITIES

- Manage the EFT Transactions and the Transfers.
- Provide guidance and advice to the Senior Accountants – EFT and Transfers.
- Encourage and manage development of new initiatives, review of current processes and policies,
- Administer and improve the delivery of the Branch and Divisional outcomes.

5. MAJOR DUTIES

Effectively provide oversight and management of the following duties (but not limited to the following):

- Efficiently manage the EFT and Transfers of the Provincial Grants, Debt, CSA etc;
- Ensure bank reconciliation done as required and report to management/superior any discrepancies;
- Ensuring compilation and processing of EFT and Transfers transaction from the WPA including the reconciliation of the Transactions;
- Provide weekly reports on the receipts, expenditures and balances of the CRF;
- Provide advice to Treasury through the Public Debt Committee on the forecast balance of the WPA;
- Liaise with the Department of Treasury and Public Debt Committee regarding the whole of government cash flow and maximising the use of short term debt instruments to raise funds in the case of shortfalls in revenue collection;
- Liaise with Department of Treasury on the release of Warrant Authority;
- Liaise with Provincial District and Financial Management Division to ensure timely release of Cash Fund Certificates to Provinces;
- Efficiently monitor and Remit funds to Authorities and record Domestic Debt;
- Liaise with Expenditure Control Branch to ensure that the Public Debt Committee is apprised of forthcoming expenditures as appropriate.

## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelor's Degree in Accounting, Economics, Business Management, Strategic Management, or related discipline from a recognized university;
- Possess 5-7 years' of experience in Accounting, Cash Management or Financial management roles in Public Service Sector/Agency;
- Experience in accounting and financial reporting role;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;

### Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of Public Accounting;
- Advance knowledge in Public or government Accounting;
- Good understanding of the Integrated Finance Management System;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

### Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.

**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 **Team Leader – Operations, Gr. 16**. 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:.....

