



## PAPUA NEW GUINEA PUBLIC SERVICE



### JOB DESCRIPTION

#### 1. IDENTIFICATION

|                       |                              |                         |
|-----------------------|------------------------------|-------------------------|
| AGENCY:               | SYS. POSN. NO:               | REF. NO:                |
| DEPARTMENT OF FINANCE |                              | DFFCD.009               |
| OFFICE:               | DESIGNATION/CLASSIFICATION:  |                         |
| LEVEL 7, TWIN TOWER 1 | ACCOUNTANT, GRADE 12         |                         |
| DIVISION:             | LOCAL DESIGNATION:           |                         |
| FINANCIAL CONTROL     | AP DATA/SUB NATIONAL EFT     |                         |
| BRANCH:               | REPORTING TO:                | SENIOR ACCOUNTANT – EFT |
| CASH MANAGEMENT       | SYS. POS. NO:                |                         |
|                       | REF. NO:                     | DFFCD.006               |
| SECTION:              | LOCATION:                    |                         |
|                       | TOWER 1, TWIN TOWER, WAIGANI |                         |

#### HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS                     |
|-----------|-------------------|-----------------------------|
|           | 24.02.2025        | Revised according to re-org |

#### 2. PURPOSE

To assist the Senior Accountant – EFT in the provision of all necessary responsibilities within the branch specifically the EFT Transactions at the Sub- National Offices.

#### 3. DIMENSIONS

The Accountant reports to Senior Accountant– EFT alongside other three Accountants.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Assist the Senior Accountant EFT, prepare and submit all monthly, quarterly, mid-year and yearly EFT Transaction reports for SUB - National Offices/ AP Data.
- II. Assist prepare and submit ad-hoc reports as and when requested by management.
- III. Maintain data accuracy, report discrepancy to management, ensuring compliance.
- IV. Assist the Senior Accountant Develop a learning and self-development working environment in the EFT Unit.

#### 5. MAJOR DUTIES

- Effectively assist the Senior Accountant design and develop relevant EFT Transactions reporting templates for the monthly, quarterly reporting, budgeting reports;
- Assist review current EFT Transactions reporting templates and make recommendations of improvements where necessary;
- Maintain consistency in EFT Transactions within the Sub national Offices and AP Data, communicate with Compliance and Expenditure unit ensuring consistency and compliance with the EFT Transactions;
- Ensure that all EFT Transactions for Sub national offices in cash management report obligations are prepared accordingly and in a timely manner;
- Assist analyse, review and identify and recommend options for upgrade to minimise discrepancy within EFT Transactions specifically with Sub national offices and AP Data;
- Maintain and ensure Reconciliations of all EFT Transaction in a timely manner;
- Participate in financial forums to address EFT Transactions compliance issues.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report to the Senior Accountant EFT, work alongside the Operations and Training & Support staff within the Trust Accounting Division.
- Liaise with other Divisions in Department of Finance.

#### (b) External

- Bank of Papua New Guinea, all commercial banks where required.
- Department of Treasury.
- Liaise with relevant stakeholders, private, government and Public on standards, policy reporting and training matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the Department of Finance:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

## 8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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 IT or other tools relevant to efficiently undertaking their roles and responsibilities.

- All staff needs to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

## 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 3-5 years' of experience in Accounting, 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 **Accountant (Sub-National EFT) Cash Management, 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:.....

