



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



**DEPARTMENT OF FINANCE**

**PROVED JOB DESCRIPTION**

Date: 24/09/2025

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFCD.016
<b>OFFICE:</b> <b>LEVEL 7, TWIN TOWER 1</b>	<b>DESIGNATION/CLASSIFICATION:</b> Accountant 5, GRADE 16	
<b>DIVISION:</b> FINANCIAL CONTROLS	<b>LOCAL DESIGNATION:</b> CASH MANAGEMENT REPORTING	
<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 Waigani Public Account (WPA) by recording and reporting on financial transactions, reconcile the Consolidated Revenue Fund (CRF), and to control and monitor cash usage and understanding expenditure to assist with forecasting.

### 3. DIMENSIONS

The Accountant 5 – Cash Management (Reporting) reports to the Assistant Secretary – Cash Management, oversees the activities of the Waigani Public Account section and manages five subordinate positions.

### 4. PRINCIPAL ACCOUNTABILITIES

- Assist the Assistant Secretary – Cash Management Branch through the provision of effective leadership and management to the Cash Management Section.
- Provide guidance and advice to the Senior Accountant and Accountants to support their execution and delivery of the agreed priorities of the Branch and Division.
- 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):

- Posting of all collectors statements debt transactions;
- Ensuring compilation and processing of data transaction from the WPA including the reconciliation of the WPA and drawing accounts;
- 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.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reporting and advising the Assistant Secretary – Cash Management Branch.
- Management of the Cash Management Section.
- Work alongside the Cash Resource Section – Cash Management Branch.
- Liaise with the Provincial District and Financial Management Branch.

#### (b) External

- Liaise with the Department of Treasury and Public Debt Committee.
- Liaise with other stakeholders, private, government and Public on policy issues that concerns projects and/or programs relating to the objectives listed in the principle responsibilities above.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

- 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 need 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 5-7 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 5 – Cash Management Reporting, 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:.....

