



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24.09.2025

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

**1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.018
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SENIOR ACCOUNTANT, GRADE 14	
DIVISION: FINANCIAL CONTROL	LOCAL DESIGNATION: REPORTING – CASH MANAGEMENT	
BRANCH: TRUST ACCOUNTING	REPORTING TO: ACCOUNTANT 5 – CASH MANAGEMENT SYS. POS. NO: REF. NO: DFFCD.016	
SECTION: REPORTING	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 Manager – Cash Management Reporting in the provision of all necessary Cash Management reporting including investment trusts, both internal and external to the department.

**3. DIMENSIONS**

The Senior Accountant reports to the Manager – Compliance Trust Accounting and oversees two subordinate staff:

- Accountant (2)

**4. PRINCIPAL ACCOUNTABILITIES**

- Prepare and submit all monthly, quarterly, mid-year and yearly trust reports.
- Prepare and submit ad-hoc reports as and when requested by management.
- Develop a learning and self-development working environment in the Compliance Unit.

**5. MAJOR DUTIES**

- Design and develop relevant reporting templates for the monthly, quarterly reporting, budgeting reports;
- Review current reporting templates and make recommendations of improvements where necessary;
- Collect trust and expense balances and bank statements to prepare the various trust reports such as Minister's End of Month Report, Mid-Year Economic Fiscal Outlook (MYEFO), Final Budget Outcome (FBO) and other ad hoc trusts reports as when required by management;
- Ensure that all cash management report obligations are prepared accordingly and in a timely manner;
- Analysing Cash management account transactions, reports, processes, and systems to make sure that they are complied with the business process and in accordance with the policies, financial instructions and the PFMA;
- Assist the General Ledger Branch, FRCD with Public Accounts issues;
- Participate in financial forums to address trust account compliance issues;
- Identify and work closely with trust administrators who have compliance issues;

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report to the Manager – Cash Management Branch.
- 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.

### 6.2 WORK ENVIRONMENT

This role is both a technical and administrative role.

## 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 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 **Senior Accountant (Reporting) Cash Management, Gr. 14**. 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:.....

