



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.020
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ACCOUNTANT, GRADE 12	
DIVISION: FINANCIAL CONTROL	LOCAL DESIGNATION: CASH MANAGEMENT	
BRANCH: TRUST ACCOUNTING	REPORTING TO: SENIOR ACCOUNTANT – CASH MANAGEMENT SYS. POS. NO: REF. NO:	
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 process journals relating to the receipts from the Waigani Public Account (WPA) and providing reports to the Senior Accountant and Manager of the Cash Management Section, Cash Management Branch.

3. DIMENSIONS

The Accountant reports to the Senior Accountant and Manager, Cash Management Section.

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Senior Accountant and Manager- Cash Management Section and to provide timely reports.
- Encourage the development of new initiatives, review current processes and policies, and to improve the delivery of Divisional outcomes.

5. MAJOR DUTIES

- Posting of all collectors statements.
- Posting of all debt transactions.
- Compilation and processing of data transaction from the WPA including the reconciliation of the WPA and drawing accounts.
- To report weekly on the receipts, expenditures and balances of the Consolidated Revenue Fund (CRF).
- To provide advice to Treasury through the Public Debt Committee on the forecast balance of the WPA.
- To 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.
- To liaise with Department of Treasury on the release of Warrant Authority.
- To liaise with Provincial District and Financial Management Division to ensure timely release of Cash Fund Certificates to Provinces.
- To remit funds to Authorities.
- To record Domestic Debt.

- To liaise with Expenditure Control Branch to ensure that the Public Debt Committee is apprised of forthcoming expenditures as appropriate.

NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reporting and advising the Senior Accountant and Manager – Cash Management Branch.

(b) External

- Liaise with the Department of Treasury and Public Debt Committee.
- Liaising 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.

6.2 WORK ENVIRONMENT

This position plays a technical administrative role.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

- Public Finance (Management) Act and related instructions
- Organic Law on Provincial & Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- Public Service (Management) Act and General Orders
- Medium Term Fiscal Strategy
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Public Service (Management) Act and General Orders.
- Fiscal Responsibility Act
- Loans & Assistance (International Agencies) Act 1972
- Loans and Securities Act 1960
- Treasury Bill Act 1974
- Loans (Oversees Borrowings) Act 1973
- Medium Term Debt Strategy
- PNG Medium Term Development Plan
- Public Service Policies on Accounting, Procedures, Systems and Practices.
- Government Accounting Systems.
- Internal Department of Finance Policies and Procedures



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 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. Employees 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 – 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:.....

