



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFCD.024
OFFICE:	DESIGNATION/CLASSIFICATION: Senior Accountant 4 – Trust Operations, Grade 14	
DIVISION: Financial Control	LOCAL DESIGNATION: Senior Accountant – Operations	
BRANCH: Trust Accounting	REPORTING TO: Accountant 5 – Trust Operations SYS. POS. NO: REF. NO: DFFCD.023	
SECTION: Operations	LOCATION: Tower 1, Twin Tower, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Created

2. PURPOSE

To assist the Manager – Operations Section of Trust Accounting Branch by ensuring staff complies with legal frameworks with regards to the management and operation of all Government Trust Accounts.

3. DIMENSIONS

The Senior Accountant reports to the Manager - Operations and supervises two (2) Accountants.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that establishment and operation of all Trust Accounts are in compliance with the Public Finances (Management) Act and other relevant legal framework and accounting standards.
- Assist and provide support in the creation of legal frameworks and to ensure all Trust Account are maintained and operated appropriately.

5. MAJOR DUTIES

- Ensure that the establishment of Government Trust Accounts are in accordance with the legal framework and other relevant legislation.
- Liaise with internal and external stakeholders regarding any opening and amendment of trust deeds are done legally and in compliance to the PFMA and other legal guidelines.
- Assist in the development of an effective legal framework for the maintaining and operating of Trust Accounts.
- Assist in ensuring staff are knowledgeable about the legal requirement for establishing and operating Trust Account.
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- Assist in ensuring that agencies knows about the legal requirement for establishing and operating the Trust Account.
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- Assist in ensuring all staff understood the function of the Government Trust Account of all types and the treatment for these Trust Accounts in IFMS.
- Ensure all Trust Deeds are valid (not expired)

- Ensure all trust bank accounts have a correct IFMS cash book ledger code.
- Monitor all trust accounts to ensure they comply with the Trust Deed purpose.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Manager Operations– Trust Accounting.
- Work alongside the Training & Support and Compliance staff within the Trust Accounting Division.
- Liaise with other Divisions in Department of Finance.

(b) External

- Liaise with relevant stakeholders, private, government and Public on standards, policy and 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 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.



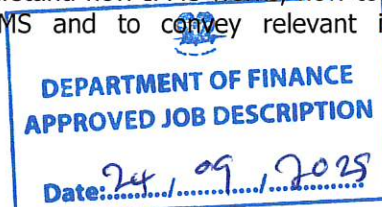
Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

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 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. SKILLS AND EXPERIENCES

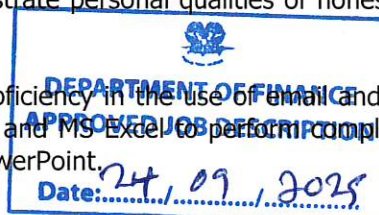
Job Specific Skills

- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the strategic direction and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Good written and oral communication and Department of Finance representation skills. Communicate with thoughtfulness and political awareness. Be prepared to support internal and external liaison and negotiation by management on complex matters. As needed, be prepared to chair relevant meetings and supervise or undertake the preparation of agendas, minutes, and workshop materials. Contribute to the facilitation of internal and external dialogues, leading to group conclusions which result in positive outcomes. Demonstrate a confident persona and well-developed presentation skills.
- **Policy analysis and development:** Demonstrate knowledge and understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy and technical recommendations.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.
- **Strategic/Technical:** Seek to acquire general knowledge and understanding of finance management, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Demonstrate general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role.

10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Bachelor degree in Public Finance, Accounting, Business Administration or related discipline from a recognised university.
- **Work experience:** A substantial amount of relevant work experience in accounting or finance management and the use of financial management systems.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are undertaken in accordance with Departmental and Government policies.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Staff supervision:** In conjunction with the Manager communicate to the team how their work fits into Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** Good knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.



Desirable

- **Qualifications:** A Degree or Post-graduate qualification(s) in Public Finance, Accounting, Business Administration from a recognised tertiary institution and membership of appropriate professional organisation(s).
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility.
- **Technical:** A demonstrated knowledge/understanding of public financial management, training and development, and administration functions.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Accountant 4 – Trust Operations (DFFCD.024), 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:.....

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DEPARTMENT OF BIRNARD

APPROVED FOR DESCRIPTION

Date: