



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.027
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SENIOR ACCOUNTANT 4 - Trust Management, GRADE 14	
DIVISION: FINANCIAL CONTROL	LOCAL DESIGNATION: SENIOR ACCOUNTANT 4 – TRUST MANAGEMENT	
BRANCH: TRUST ACCOUNTING	REPORTING TO: ACCOUNTANT 5 – TRUST OPERATIONS  SYS. POS. NO: DFFCD.023 REF. NO:	
SECTION: OPERATIONS	LOCATION: TOWER 1, TWIN TOWER, WAIGANI	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Redesigned according to Re-orge

#### 2. PURPOSE

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

#### 3. DIMENSIONS

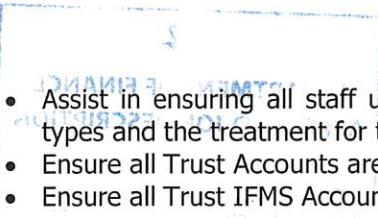
The Senior Accountant reports to the Manager - Operations and supervises two (2) Accountants.

#### 4. PRINCIPAL ACCOUNTABILITIES

- Work alongside with Manager Trust Operations, to ensure that establishment and operation of all Department of Finance Managed Trust Accounts are in compliance with relevant legal framework.
- Manage and provide support in the creation of legal framework and to ensure all Trust Account are maintained and operated appropriately.

#### 5. MAJOR DUTIES

- 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.
- Assist to oversee the establishment of Government Trust Accounts in accordance with the legal framework and other relevant legislation.
- Assist in ensuring that agencies know about the legal requirement for establishing and operating the Trust Account.
- Provide Support to ensure that the Trust Account that are established are compliant to the requirement for conducting their operation in IFMS and compile financial reports from IFMS when they are due.



- Assist in ensuring all staff understand the function of the Government Trust Account of all types and the treatment for these Trust Accounts in IFMS
- Ensure all Trust Accounts are issued with IFMS Code and are operational in IFMS
- Ensure all Trust IFMS Accounts are synchronised with the appropriate bank accounts

## 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. QUALIFICATION, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelors Degree in Accounting, Economics, Business Management, or related discipline from a recognized University within PNG or abroad;
- Minimum of 3-5 years' of relevant experience in Accounting in a Public Service Agency;
- Exposure in accounting and financial reporting role;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Exposure working around the space of Public Trust Accounts, review and compliance.

### Knowledge:

- 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 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 4 – Trust 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:.....

