



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24.09.2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

|                       |                              |  |
|-----------------------|------------------------------|--|
| AGENCY:               | SYS. POSN. NO:               | REF. NO:                                 |
| Department of Finance |                              | DFFCD.032                                |
| OFFICE:               | DESIGNATION/CLASSIFICATION:  |  |
|                       | Accountant 3 - Grade 12      |  |
| DIVISION:             | LOCAL DESIGNATION:           |  |
| Financial Control     | Accountant 3                 |  |
| BRANCH:               | REPORTING TO:                | Senior Accountant –<br>Reporting<br>SYS. |
| Trust Accounting      | POS. NO:                     |  |
|                       | REF. NO:                     | DFFCD.031                                |
| SECTION:              | LOCATION:                    |  |
| Compliance            | 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 Senior Accountant – Compliance, Trust Accounting by preparing and delivering on all trust account reports, including investment trusts.

#### 3. DIMENSIONS

The accountant reports to the Senior Accountant, Compliance.

#### 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.
- Work with the Senior Accountant, Compliance deliver on all trust accounting reports.
- Develop a learning and self-development working environment in the Compliance Unit.

#### 5. MAJOR DUTIES

- Assist in designing and developing relevant reporting templates for the monthly, quarterly reporting, budgeting reports.
- Assist in redesigning current reporting templates for better efficiency and reporting.
- Provide support and assistance to collect bank balances, bank statements, and other relevant data 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 and when required by management.
- Assist with all trust reporting obligations to ensure they are delivered on time and are accurate.
- Support to ensure that all trust report obligations are prepared accordingly and in a timely manner.
- Analyse trust 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 relevant GoPNG Acts.
- Assist and support the Public Accounts preparation.

- Participate in financial forums to address trust account compliance issues.
- Assist the Trust Accounting Branch identify non-compliance with trust accounting as per the PFMA and other financial instructions.
- Collect and maintain data on all trust accounts, including Trust Instruments, instructions, legislation, correspondence, account information and responsibilities.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report to the Senior Accountant – Compliance, Trust Accounting 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 (where required)
- All commercial banks (where required)
- 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. 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 goals and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment and demonstrate public service standards of integrity.
- **Communication:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Produce drafts of briefs and correspondence for clearance by superiors. Able to organise meetings and workshops, prepare agendas and represent the Branch at internal and external meetings as required. Work towards developing and delivering presentations and building facilitation skills.
- **Policy analysis and development:** Build knowledge/understanding of policy problems and policy options. Provide input into policy/technical documents and contribute to policy/technical recommendations.
- **Stakeholder relationships:** Work towards building and sustaining effective collaborative relationships with a network of key people, internally and externally. Contribute to the provision of clear and effective advice to stakeholders. Represent and promote Treasury and ensure proactive engagement with all stakeholders, as required.
- **Strategic/Technical:** Build a 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. Commence building a general knowledge and understanding of financial management, strategic development and planning, corporate, business and workforce planning, and government processes at a parliamentary and cabinet level.



## 10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

### Essential

- **Qualifications:** A Diploma or Bachelor degree in Public Finance, Accounting or any related discipline from a recognised university.
- **Work experience:** A substantial amount of relevant work experience in accounting or finance management.

- **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.
- **Legislative knowledge:** Establish 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:** Bachelor degree in Public Finance, Accounting, Business Administration or related discipline from a recognised tertiary institution and membership with 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:**

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 3 (DFFCD.032), 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:.....



