



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFCD.035
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Accountant 5 – Training & Support, Grade 16	
<b>DIVISION:</b> Financial Controls	<b>LOCAL DESIGNATION:</b> Accountant 5 – Training & Support, Trust Accounting	
<b>BRANCH:</b> Trust Accounting	<b>REPORTING TO:</b> Assistant Secretary – Trust Accounting <b>SYS. POS. NO:</b> DFFCD.022 <b>REF. NO:</b>	
<b>SECTION:</b> Training & Support	<b>LOCATION:</b> Tower 1, Melanesian Drive, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.02.2025	Revised according to Re-org

2. PURPOSE

To manage the Trust Training and Support unit and to assist the Assistant Secretary-Trust Accounting Branch by ensuring staff complies with legal reporting and statutory obligations and to identify staff capability requirements and facilitate staff competency development programs and activities in the IFMS rollout.

3. DIMENSIONS

The Manager, Training and Support reports to the Assistant Secretary – Trust Accounting Branch and oversees six (6) subordinate staff:

- Senior Accountant (3)
- Accountant (3)

4. PRINCIPAL ACCOUNTABILITIES

- Manage IFMS implementation and the Training and Support Team to develop training programs and processes for Trust Accounting.
- Manage and provide support, including formal and informal training for the implementation of Trust Account processing systems across all levels of the Public Sector.

5. MAJOR DUTIES

- Lead the development of an effective reporting framework for the monthly reporting of trust accounts including reconciliations and budget preparation.
- Develop training to direct branch staff to scrutinise trust account processing and ensure that reconciliations have been carried out correctly, that trust monies are used only as legally required by the Trust Instrument and that only trust monies are held in the Trust Account.
- Oversee training activities and the preparation of expenditure reports to Finance and Treasury.
- Conduct financial forums to address trust account compliance issues in conjunction with staff training and development.
- Develop follow-up processes and procedures for non-compliance and work closely with trust administrators that have compliance issues.

- Ensure training and provide support for the processing of Trust Accounts in PGAS and IFMS by providing the full range of requirements, including accounting, payment control, and delegation control and reporting.
- Facilitate the processing of all trust accounts on PGAS or IFMS, as necessary
- Provide or facilitate support and training to trust administrators as necessary, including the rollout of the IFMS system.
- Maintain baseline information 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 Assistant Secretary – Trust Accounting Branch.
- Work alongside Manager Operations and Manager Compliance – Trust Accounting Branch.
- Supervise Senior Accountant and Accountants – Training and Support Section.
- Liaise with all staff across the Department of Finance.

#### (b) External

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

### 6.2 WORK ENVIRONMENT

This role is both a technical and administrative role.

## 9. 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 EXPERIENCE

### 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:** Effective written and oral communication and presentation 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/understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical recommendations. Plan and monitor work tasks for goal achievement. Promote effective and efficient service delivery.
- **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:** Demonstrate general knowledge and understanding of financial 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 AND ADDITIONAL EXPERIENCE

### Essential

- **Qualifications:** A Bachelor degree in Public Finance, Accounting or related discipline from a recognised university.
- **Work experience:** A substantial amount of relevant work experience in administration, supervision, finance and training and development or related functions.
- **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. All performance reviews and related documentation must be updated and accurately reflect the performance and development needs of each team member reporting to this role.
- **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 Assistant Secretary, communicate to the team how their work fits into the Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** In-depth 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:** Post-graduate qualification(s) in Public Finance, Accounting or related discipline from a recognised university.
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility and knowledge of communications, policy, public



administration or records management. A demonstrated knowledge/understanding of a range of related administration issues.

- **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 5 – Training & Support (DFFCD.035), Grade 16**. 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:.....



DATE RECEIVED  
APPROVAL  
DESCRIPTION  
ATTENTION  
FINANCE