



Form OD2.7

**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.041
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Accountant 3 – Grade 12	
<b>DIVISION:</b> Financial Control	<b>LOCAL DESIGNATION:</b> Accountant 3	
<b>BRANCH:</b> Trust Accounting	<b>REPORTING TO:</b> Senior Accountant 4 – National Departments <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFCD.040	
<b>SECTION:</b> Training & Support	<b>LOCATION:</b> Tower 1, Melanesian Drive, Waigani	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
		Created

**2. PURPOSE**

To assist the Senior Accountant - Training and Support in delivering trust account training and support with bank reconciliations, IFMS configuration of cash book ledgers and receipting and payments of trust funds in IFMS.

**3. DIMENSIONS**

The accountant reports to the Senior Accountant - Training and Support.

**4. PRINCIPAL ACCOUNTABILITIES**

- Assist with the IFMS implementation on trust accounts.
- Assist in providing training and support to all trust account holders on bank reconciliations, and general ledger usage.
- Assist in ensuring all trust cash book ledger balances are accurate and all receipts and payments recorded in IFMS on a timely basis.
- Assist in ensuring all trust cash book ledger balances in the public accounts are accurate.
- Assists create a working environment that promotes safety, accountability, innovation, and learning.

**5. MAJOR DUTIES**

Major duties include assisting the Senior Accountant with the following duties:

- Work with all National Departments (Excluding the Department of Works, Health and Education), ensuring all trust accounts are in IFMS.
- Work with all National Departments (Excluding the Department of Works, Health and Education), ensuring all receipts and payments are recorded accurately and on a timely basis.
- Work with all National Departments (Excluding the Department of Works, Health and Education), ensuring they prepare their monthly bank reconciliations on a timely basis.
- Work with all National Departments (Excluding the Department of Works, Health and Education), to clear all invalid trust cash ledger codes out of IFMS.

- Work with all National Departments (Excluding the Department of Works, Health and Education) to ensure their end of financial year trust bank account balance in IFMS is correct.
- Assist the Manager – Training and Support with all public accounts' enquiries and proper reporting of balances in the public accounts.
- Maintain a Master Trust Register for all National Departments (Excluding the Department of Works, Health and Education). At minimum, the Register must have the purpose of all trusts, signatories, the administrating agency, the IFMS cash book ledger code and bank details.
- Work with all National Departments (Excluding the Department of Works, Health and Education), ensuring they provide the yearly budget estimates.
- Consolidate the Treasury template for all National Departments (Excluding the Department of Works, Health and Education), budget estimates and provide to the Trust Accounting Compliance Unit for consolidation.
- Provide ad hoc reports as requested by the Compliance Unit in respect to the National Departments (Excluding the Department of Works, Health and Education).
- Evaluate and ensure trust monies are used only as legally required by the Trust Instrument and that only trust monies are held in the Trust Account.
- Provide or facilitate support and training to trust administrators as necessary, including the rollout of the IFMS system.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

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

#### (b) External

- All National Departments (Excluding the Department of Works, Health and Education)
- Department of Treasury (if applicable)
- 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.

**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.041), Grade 12**. 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:.....



