



PAPUA NEW GUINEA PUBLIC SERVICE

 DEPARTMENT OF FINANCE APPROVED JOB DESCRIPTION Form 002.7 Date: 21/09/2025
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JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFCD.048
OFFICE:	DESIGNATION/CLASSIFICATION: Accountant Cheque Clearance, Grade 12	
DIVISION: Financial Controls	LOCAL DESIGNATION: Accountant Cheque Clearance	
BRANCH: Expenditure Monitoring and Control	REPORTING TO: Senior Accountant 4, Expenditure Monitoring and Control Branch	SYS. POS. NO: REF. NO:
SECTION: Expenditure Monitoring and Control	LOCATION: Tower 1 Building, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

To ensure clearance of cheques, responding to correspondences and also adhoc expenditure reports are provided on timely basis to Assistant Secretary, Expenditure Monitoring and Control Branch of the Expenditure Monitoring and Control Branch. Ensuring that clearance of cheques, responding to correspondences and also adhoc expenditure reports of expenditure are within the expenditure reporting requirement.

3. DIMENSIONS

The Accountant reports to the Assistant Secretary, Expenditure Monitoring and Control Branch.

4. PRINCIPAL ACCOUNTABILITIES

- To provide report on daily, weekly, monthly and quarterly basis on the clearance of cheques, responding to correspondences and also adhoc expenditure reports of expenditure on timely and to provide timely reports.
- Encourage the development of new initiatives, review current processes and policies of reporting, and to improve the delivery of Expenditure Reporting.

5. MAJOR DUTIES

- Review cheque clearances to ensure the correct IFMS expenditure code is used, check IFMS to ensure no over-runs, check all supporting compliance documents are in order (example FF3, FF4, Agreements, APC, Procurement Contracts, and so forth);
- Ensure that agencies are complying to Financial Instruction and Circular instruction with regards to financial limits for priority clearance.
- Advises agencies of the Financial Instruction and Circular instruction with regards to financial limits for priority clearance.
- Prepare priority clearance in compliance with Financial Instruction and Circular instruction for financial limits for priority clearance.

- Attend to correspondence to Department of Finance with regards to expenditure and outstanding claim that was submitted to DoF.
- Analyze and verify court orders and facilitate payment to ensure that court order warrants are released to settle the court orders;
- Provide reports to management on appropriate order for payment and any legal implication that may arise.
- Monitor the activities on Miscellaneous and or Court Order Vote and prepare expenditure report for First Assistant Secretary (FCD) and Assistant Secretary ECB as needed;
- Ensure relevant court records are maintained in compliance with accepted policies and procedures;
- Assess and Report on specific area of expenditure to ensure compliance of Public Finance Management Act (PFMA) and also within the parameters of the Financial Frameworks;
- Analyse the expenditure trends in detail to recommend appropriate budget level and control expenditure;
- Assess and Report on specific area of expenditure to ensure compliance of Public Finance Management Act (PFMA) and also within the parameters of the Financial Frameworks;
- Analyse the expenditure trends in detail to recommend appropriate budget level and control expenditure;

This will have been satisfactorily achieved when:

carrying out other duties as directed by the:

- Assistant Secretary – Expenditure Control Branch
- First Assistant Secretary – CMECD
- Secretary or Deputy Secretary through FAS CMECD



- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Assistant Secretary, Expenditure Monitoring and Control Branch
- Works alongside with Expenditure Analyst of all sectors.
- 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.

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

- Assisting the Manager and Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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.
- Limited resources may 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. This includes the Integrated Financial Management Systems (IFMS).

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A Bachelor Degree in Accounting, Business Management, Strategic Management, Business Administration or any related discipline from a recognized university;
- Current registered membership with PNGCPA;
- Minimum of 2 to 3 years significant amount of relevant work experience in Accounting management in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff performance.

Knowledge:

- In-depth knowledge and 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;
- Exceptional 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Accountant Clearance Officers – Appraisal, 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:.....

