



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

JOB DESCRIPTION

Date: 24/9/25

1. IDENTIFICATION

AGENCY:	SYS. POSN. NO:	REF. NO:
DEPARTMENT OF FINANCE		DFFMIP.004
OFFICE:	DESIGNATION/CLASSIFICATION:	GRADE:
LEVEL 6 TWIN TOWER 1	SENIOR ACCOUNTANT	14
DIVISION:	LOCAL DESIGNATION: Senior Accountant (IFMS Project Team)	
BRANCH:	REPORTING TO: PROJECT TEAM LEADER - FMIP SYS. POS. NO: REF. NO: DFFMIP.002	
SECTION:	LOCATION: TWIN TOWER 1 WAIGANI, NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign
	24.03.2025	Predesignate according to Re-org

2. PURPOSE

Project Accountant is responsible for overseeing the financial aspects of the IFMS projects and the operations of the three Branches within the Financial Management System Division. This role involves budgeting, forecasting, monitoring expenses, creating financial reports, and analyzing Divisional expenditure.

3. DIMENSIONS

The Project Accountant reports to the Project Team Leader – Financial Management System Unit.

4. PRINCIPLE ACCOUNTABILITIES

- Project Accountant works closely with the Manager and Team Leader to ensure that expenditures are staying within budget and that financial goals are being met
- Preparing Project & Divisional budget for submission to the FMIP Manager.
- Provide advice on all Accounting related business requirements and activities.
- Develop an understanding of the key stakeholders and their requirements.
- Be involved in project audits, financial analysis, and providing guidance on cost control measures.
- Provide a regular communication channel with the Project Team Leader & FMIP Manager
- Provide advice to Manager & Team Leader on all accounting and budgeting related issues and activities.

5. MAJOR DUTIES

- Timely assist with the Budget costing & logistics for the rollout of IFMS to Provinces and the IFMS projects

- Overseeing financial aspects in relation to the IFMS projects and Division's operational Costs
- Assist with documenting changes to the accounting business requirements;
- Timely prepare and provide reports to the Administration Manager on any issues affecting the rollout of the IFMS projects;
- Identify needs and assist with procurement for stationery requirements for the Division;
- Coordinate change management and support to Assistant Secretaries;
- Advise the Administration Manager on activities associated with the IFMS projects and the Unit as a whole;
- Help Identify and develop strategies to address any issues that may impact the changes in the projects and the Division;
- Maintain Punctuality and attendance, ensuring it is in accordance with the Department's expectations and the Public Services General Orders;
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6..1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Manager & Project Team Leader

(b) External

- Work alongside with Department of Treasury and National Planning & Monitoring

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act, Financial Management Manual and Financial Instructions and Procedures;
- Organic Law on Provincial & Local Level Government;
- Government Financial management systems and procedures.

7.2 Recommendations:

- Provide recommendations to the First Assistant Secretary through the Administration Manager on matters relating the branch;
- Make recommendations or report to the First Assistant Secretary through the Administration Manager on errors identified on financial reports.

7.3 Decisions:

N/A

8. CHALLENGES

- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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 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;
- 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 include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

Qualifications and Experience:

- Bachelor's Degree in Commerce or Accounting form a recognized University or Learning Institution;
- Be a registered/certified CPA member or working towards attaining membership status;
- Exposure working as a Project Accountant within public Sector/Agency;
- Have 5-7 years relevant experience in a similar environment.

Knowledge:

- Knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Organic Law on Provincial and Local Level Governments;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures.

Skills and Abilities:

- Effective Leadership qualities and potential for senior position within the public sector;
- Good communication skills – written and oral;
- Ability to listen and present and persuade at all levels;
- Good analytical skills and ability to make things happen;
- Keen to learn and able to transfer knowledge and skills to others;
- Able to communicate with Assistant Secretaries and Managers within the Division;
- Able to prepare briefs and reports to the Assistant Secretaries.

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.

