



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

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| | SYS.POSN. NO: | POSN NO: DFIPD.004 |
| DEPARTMENT: FINANCE | DESIGNATION/CLASSIFICATION: Assistant Secretary (Accounts Payable) | Grade: 17 |
| OFFICE/AGENCY: | LOCAL DESIGNATION Assistant Secretary (Accounts Payable) | |
| DIVISION: Integrated Payments | HIGHEST SUBORDINATE Senior Accountant, Grade 15 | POSN NO: DFIPD.005 |
| BRANCH: Accounts Payable | IMMEDIATE SUPERVISOR First Assistant Secretary-Integrated Payments Division | POSN NO: DFIPD.001 |
| SECTION: Accounts Payable | LOCATION TWIN TOWER 1, Melanesian Way, WAIGANI | |

| HISTORY OF POSITION | | |
|---------------------|---------------------------------|-------------------------------|
| <i>File no.</i> | <i>Date of variation</i> | <i>Details</i> |
| | 02 nd DECEMBER 2005 | |
| | 26 th APRIL 2010 | RENUMBER / RECLASSIFY |
| | 05 th September 2011 | Revised & reclassified |
| | 25 th February 2025 | Revise, rename & reclassified |

| Purpose and Accountabilities of the position |
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| <ul style="list-style-type: none"> Direct & Control Functions and Operations of Account Payable Branch To provide monthly expenditure status report of Department of Finance to management Ensure payments are done in compliance to PFMA Ensure monthly Cash flows and warrants are received on a timely basis. Provide leadership, mentoring and coaching for Accounts Payable Branch. |
| PERSON AND POSITION SPECIFICATIONS |
| Qualifications: <ul style="list-style-type: none"> Possess a University Degree in Accounting of Commerce or Business Economics or other Tertiary Qualification that may be acceptable to the Secretary of Finance. Postgraduate Degree desired. Membership of Professional Accounting Body in PNG/Overseas |
| Knowledge: <ul style="list-style-type: none"> In-depth knowledge of all relevant legislation, Acts, and Laws including (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation. High level knowledge of Microsoft Office programs including Word, Excel, and Powerpoint Extensive knowledge of good management practices |

- Comprehensive knowledge of PNG Public Service systems
- In depth knowledge of Integrated Financial Management System.

Skills:

- Significant professional experience in all areas of business and financial management
- Have high level Communication and Interpersonal Skills.
- Well developed analytical skills to support problem solving, report writing and other issues requiring analysis and response.

Abilities:

- Proven ability to lead and manage a small team of professionals
- Strong ability to manage multiple tasks, prioritise and meet deadlines
- Ability to be highly organised and to respond to pressure
- Ability to provide effective management advice and client service



Principal Liaisons

Internal: All members of the Department pertinent to Divisional matters arising

External: All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

Key Areas of Responsibility

Key Result Area (1): Responsible & Accountable of an effective operation of Accounts Payable Branch

Performance standard: This will have been satisfactorily achieved when: Completed in a timely manner of the following:

- Daily claims are processed in a timely and professional manner;
- Inform the management of the Financial status regularly;
- Ensure all payments sent to EFT are done in accordance with PFMA
- In a case where cheque is being printed, ensure it is in accordance to PFMA
- All cancelled and stale cheques are journalised and recorded
- An effective & efficient means of disbursements of funds to divisions.

Key Result Area (2): Reconciliation of Bank Accounts

Performance standard: This will have been satisfactorily achieved when:

- Bank reconciliations for the Drawing Accounts is done monthly.
- Cancelled and stale cheques are reconciled yearly and replacements done

Key Result Area (3): Daily Payments

Performance standard: This will have been satisfactorily achieved when:

- Ensure all payments are recorded and paid to the right payee.

Key Result Area (4): Cash flows and Warrants

Performance standard: This will have been satisfactorily achieved when:

- Monthly Cash flows are received from divisions on a timely basis
- Warrants and CFCs are received and disbursed to divisions without delay.

Key Result Area (5) Improved processing

Performance standard: This will have been satisfactorily achieved when:

- To ensure cheque runs are done daily and report sent to stake holders
- Warrants and CFC's are posted and disbursed to divisions on a timely basis and reported to management

Key Result Area (6): Reporting

Performance standard: This will have been satisfactorily achieved when: Timely preparation of the following reports:

- Monthly Expenditure reports to managements
- Daily Brief to the Secretary; and
- Quarterly Review Reports are submitted to management on time



Key Result Area (7): Professional conduct

Performance standard: This will have been satisfactorily achieved when:

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times including leading by example, professional behaviour and ethical decision making
- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- 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

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 (insert employee name) Have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary - Accounts Payable, Gr. 17**. 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: