

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 29.09.2025

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.005
<b>OFFICE:</b> 1 <sup>ST</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR ACCOUNTANT 4 – GR15	
<b>DIVISION:</b> INTER-GRATED GOVERNMENT PAYMENTS	<b>LOCAL DESIGNATION:</b>	
<b>BRANCH:</b> INTER-GOVERNMENTAL BRANCH	<b>REPORTING TO:</b> AS – ACCOUNTS PAYABLE	<b>SYS. POS. NO:</b> DFIPD.004
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	25-03-2025	DEVELOPED ACCORDING TO RE-ORG

**2. PURPOSE**

The Senior Accountant for Claims Certification oversees the responsibilities under the claims Certification within the intergovernmental payment's framework. This role ensures compliance with legal requirements and organizational policies while maintaining thorough financial procedures and reporting.

**3. DIMENSIONS**

Reports directly to Assistant Secretary – Intergovernmental Payments and supervises a subordinate officer.

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Ensure proper assessment and certification of claims;
- II. Maintain compliance with relevant laws and regulations when registering and Certifying Claims;
- III. Improve daily cheque processing and reporting with effective Bank reconciliation;
- IV. Maintain efficient reporting to AS Accounts Payable and the FAS regarding area of responsibility.

**5. MAJOR DUTIES**

- Ensure all claims are certified and processed in a timely and professional manner;
- Ensure all payments and disbursements of EFT are done in accordance with PFMA;
- Claims submitted are proper and inconsistent with the PFMA;
- All claims are certified and sent to S33 officer in a timely manner;
- Maintain detailed and organized financial records related to Claims certification;
- Ensure bank reconciliations for the Drawing Accounts is done monthly;
- Ensure EFT payments are captured for reporting;
- Prepare list of stale cheque monthly and reported to Assistant Secretary on a monthly basis;
- Cancelled and stale cheques are reconciled yearly and replacements done
- All journals to effect the replacements of cheques are done regularly;

- Cheques processing are done without delay and report sent to suppliers;
- EFT process must be accurate so you don't have to attend to the same supplier twice;
- Ensure cheques over six months in paying office should be repaid to state;
- Ensure there is enough new cheques in stock for printing usage;
- Ensure monthly Reconciliation is up to date and submitted to Accounting Frameworks for review;
- Assist Assistant Secretary with reconciliations of Warrants and CFC's report to Budget Review Committee on a regular basis.
- Ensure there is sufficient funding available in all divisions for their expenditure monthly;
- Work closely with the AS Accounts Payable to ensure alignment and efficiency in processing;
- Respond to inquiries from internal and external stakeholders regarding claims;
- Provide exceptional service to ensure stakeholder satisfaction and trust.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports directly to the AS Accounts Payable;
- Collaborates with other divisions in the departments;
- The Senior Accountant will work closely with the AS Accounts Payable to support financial operations and reporting.

#### (b) External

- Collaborate with other departments, such as legal and finance, to resolve payment issues and improve processes;
- Engages with external agencies and stakeholders as needed.



Date: 29.09.2025

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan 2023 to 2027.

### 7.2 Recommendations:

- Provide recommendations to management on improved workflow and processes on Claims Certification;
- Recommend metrics to evaluate the Claims Certification to allow data driven improvements

### 7.3 Decisions:

- Decision on set up oversight mechanisms and compliance requirements to ensure all Claims certification comply with legal and regulatory frameworks and to prevent fraud;
- Decide on protocols for data collection, storage and analysis to ensure transparency and accountability in payment process.

## 8. CHALLENGES

- Maintaining accurate and organized records related to claims certification is essential. This can become cumbersome, especially when managing multiple orders simultaneously;

- Ensuring compliance with legal requirements and deadlines can be challenging. Failure to comply can lead to legal repercussions for both the accountant and the parties involved.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as a 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.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's Degree in Finance, Accounting, Economics or a related field from a recognised University within PNG or abroad;
- Minimum of 4-7 of accounting or financial management, with a focus on Claims payments Preferred;
- Must be a member of CPA or other professional affiliated institute;
- Exposure working in public sector setting or government agency.

### Knowledge:

- Knowledge of procedures and processes of the types of court order payment;
- Knowledge of legal terminology relating to court order payments;
- Must know how to collaborate with the legal professional;
- Maintain confidentiality and Ethics standards when handling sensitive financial information related to court payments.

### Skills and Abilities:

- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Strong understanding of accounting principles and practices, particularly related to payment processing
- Proficient in accounting software and Microsoft Office Suite (especially Excel) and IFMS.
- Excellent attention to detail and accuracy in financial recordkeeping.
- Strong analytical skills with the ability to identify and resolve discrepancies.
- Good communication and interpersonal skills to facilitate collaboration and stakeholder engagement.
- Ability to work independently and manage multiple tasks in a fast-paced environment.

**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 **Senior Accountant 4- Claims, Gr. 15**. 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)

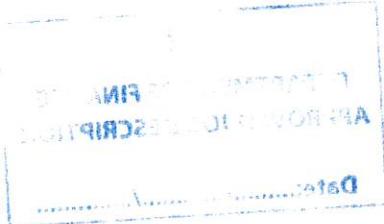


Supervisor Name:..... Date:.....

Supervisor Signature;.....(print) Supervisor Title:.....

Division Head Name:..... Date:.....

Division Head Signature:..... Division Head Title:.....



Date