



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

**DEPARTMENT OF FINANCE**  
**APPROVED JOB DESCRIPTION**

Date: 24 / 09 / 25

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.006
<b>OFFICE:</b> 1 <sup>ST</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ACCOUNTANT 3 – GR13	
<b>DIVISION:</b> INTER-GRATED GOVERNMENT PAYMENTS	<b>LOCAL DESIGNATION:</b> CLAIMS CERTIFICATION	
<b>BRANCH:</b> INTER-GOVERNMENTAL BRANCH	<b>REPORTING TO:</b> SENIOR ACCOUNTANT 4 DFIPD.005	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

### HISTORY OF POSITION

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

### 2. PURPOSE

The Accountant – Claims Certification assist with 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 to Senior Accountant \_Claims Certification.

### 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

- Assist with ensuring that 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;
- Assist the Senior Accountant to ensure that all claims are certified and sent to S33 officer in a timely manner;
- Maintain detailed and organized financial records related to Claims certification;
- Assist in ensuring that all bank reconciliations for the Drawing Accounts is done monthly;
- Assist the Senior Accountant to 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;
- 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;
- Assist with ensuring monthly Reconciliation is up to date and submitted to Accounting Frameworks for review;
- Assist the Senior Accountant and the Assistant Secretary with reconciliations of Warrants and CFC's report to Budget Review Committee on a regular basis;
- Assist in providing response 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 Senior Accountant – Claims Certification;
- Collaborates with other divisions in the departments;
- The Accountant will work closely with the Senior Accountant and 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.

## 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:

- Assist in providing 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 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 **Accountant 3 - Gr. 13**. 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:.....

THE STATE OF TEXAS  
COUNTY OF DALLAS  
I, the undersigned, Clerk of the County of Dallas, Texas, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears from the records of the County of Dallas, Texas.