



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

	SYS. POSN. NO:	POS. NO DFIPD.008
DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION: Bank Reconciliation Officer	Grade: 13
OFFICE/AGENCY:	LOCAL DESIGNATION Bank Reconciliation Officer	
DIVISION: Integrated Payments	HIGHEST SUBORDINATE NIL	POS. NO.
BRANCH: Accounts Payable	IMMEDIATE SUPERVISOR Senior Accountant _ Bank Reconciliation	POS. NO. DFIPD.007
SECTION: N/A	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	
DFCMECD.042	26 th APRIL 2010	RENUMBER / RECLASSIFY
	25 th FEBRUARY 2025	REVISE, RENAME & RECLASSIFY

Purpose and Accountabilities of the position

- To prepare information, maintain records and monitor issuance of replacement cheques and other related tasks
- Responsible and Accountable for performing a range of functions relating to cheques reconciliation
- Maintenance of records of lost cheques, stop notices and stale cheques
- Monitoring the issuance of replacement cheques with reference of the records prevent duplicate payments
- Ensuring that the information on cheques printed out facilitates easy identification
- Assist Assistant Secretary with Audit/Inspection or other investigation authority as required

PERSON AND POSITION SPECIFICATIONS

Qualifications:

- Possess a Diploma in Accounting / Commerce or Business Economics or other Tertiary Qualification that may be acceptable to the Secretary of Finance.

Knowledge:

- Sound knowledge of 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.
- Sound knowledge of Microsoft Office programs including Word, Excel.
- Sound knowledge of good management practices
- Comprehensive knowledge of PNG Public Service systems
- In depth knowledge of the EFT and the Integrated Financial Management System.

Skills:

- Professional experience in all areas of business and financial management is required
- Sound level of Communication and Interpersonal Skills.
- High level of skills to support problem solving, report writing and other issues requiring analysis and response.

Abilities:

- Ability to lead and manage a small team of professionals
- Ability to manage multiple tasks, prioritise and meet deadlines
- Ability to 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): To prepare information, maintain records and monitoring issuance of cheques and replacements.

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

- All cheques usage reports are collected from the commitments on a daily basis
- ALL EFT process must be captured and completed before payment is processed
- Maintain records of all lost cheques and stop payment notices
- All cancelled and stale cheques are journalised and recorded and replacement done
- Prepare information for the computerised cheques to be reconciled in the system

Key Result Area (2): Reconciliation of Bank Accounts

Performance standard: This will have been satisfactorily achieved when:

- Ensure paid cheques are entered in the system and re-match done monthly.
- Accuracy is paramount when doing EFT to a suppliers account
- Prepare list of stale cheques 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.



Key Result Area (3) Management letters of the Auditor General's office and Inspection office queries are done promptly

Performance standard: This will have been satisfactorily achieved when:

- Ensure all queries and management letters from the Auditor General's office and Inspections are done within timeframe.
- Ensure other queries and investigations are properly sanctioned from the office of Secretary before actioning.

Key Result Area (4) Reconciliation of lost cheques, stop notices and stale cheques

Performance standard: This will have been satisfactorily achieved when:

- Ensure all stop notices, cancelled cheques are recorded in the register and entered in the system.

- Stop notices are signed and delivered to Bank promptly.
- Paid cheques are picked up from the Bank at the end of each month

Key Result Area (5) Improved daily cheque reconciliation process

Performance standard: This will have been satisfactorily achieved when:

- All paid cheques are entered in the System and re-match done monthly
- Ensure EFT payments are accurately transferred to supplier accounts
- Ensure paid cheques are reconciled against the Cash Book.
- Ensure monthly reconciliation balances with the Cash Book
- Key Result Area (6) Reporting
- *Performance standard: This will have been satisfactorily achieved when: Timely preparation of the following reports:*
- Monthly Bank Reconciliation Reports are submitted to managements
- Ensure monthly Reconciliation is updated and submitted to Accounting Frameworks for review
- Ensure total of stale cheques and stop notices are reported to Assistant Secretary monthly

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

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 **Bank Reconciliation Officer - 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:



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