



JOB DESCRIPTION

1. Identification

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFPD.009
OFFICE:	DESIGNATION/CLASSIFICATION: Senior Payments Officer (EFT)	GRADE: 15
DIVISION: Integrated Payments	LOCAL DESIGNATION: Senior Accountant – EFT Payments	
BRANCH: Accounts Payable	REPORTING TO: Assistant Secretary – Accounts Payable	POS. NO: DFIPD.004
SECTION:	LOCATION: TWIN TOWER 1, MELANESIAN WAY, WAIGANI	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	23.01.2021	Revise, rename, redesign

2. PURPOSE

To provide support and assistance to the Senior Accountant – Section 33 Authorisation Officer in ensuring that proper compliance is done before cheques are printed or reports are submitted to the Assistant Secretary – Accounts Payable.

3. DIMENSION

The senior Accountant - Cheque Drawing & AP Supervision is responsible for six Accounts Officer and is accountable to Senior Accountant – Section 33 Authorisation Officer.

4. PRINCIPLE ACCOUNTABILITIES

- I. To undertake tasks associated with cheque drawing and accounts payable.
- II. To provide assistance and advice on compliance aspects of claims and payment.
- III. To provide reports, minutes or documents as directed by supervisors.
- IV. Maintain professional conduct, confidentiality and ethical standards.
- V. Ensures that EFT process is done accurately in accordance the FMIP

5. MAJOR DUTIES

Provide leadership, mentoring and coaching for Accounts Payable Branch

6. NATURE AND SCOPE OF THE WORK

(a) Internal

- Liaise closely with the senior Accountant Section 33 Authorisation;
- Works alongside with the Manager Accounting and Manager – Monitoring & Reporting;
- Supervises the Configurations Officer

(b) External

- Liaise with relevant organisations as directed by the Assistant Secretary.

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.
- Organic Law on Provincial & Local Level Government.
- Fiscal Responsibility Act.
- PNG Vision 2050.
- PNG Medium Term Strategic Plan (2010 – 2030).
- Public Service (Management) Act and General Orders.
- PNG Medium Term Development Plan.
- Gender Equity & Social Inclusion Policy.
- Public Service Policies on Accounting, Procedures, Systems and Practices.
- Internal Department of Finance Policies and Procedures.



7.2 Recommendations:

- Provide recommendations to the Branch Assistant Secretary on matters relating the branch;
- Make recommendations or report to the Branch Assistant Secretary on errors identified on financial or other reports.
- 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, EXPERIENCE AND SKILLS

Qualifications and Work Experiences:

- Have a Degree in Accounting, Commerce, Business Management or related discipline from a recognised University or Tertiary Institute;
- Possess five (5) years' experience in Cheque Drawing and Supervising APs within Public Sector/Agency;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Good exposure working in Payroll and Accounts.

Knowledge:

- Knowledge of the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government;
- Practical technical knowledge of the operational process of the IFMS;
- Extensive knowledge in Accounts Payable duties;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- In depth knowledge of the ALESCO Payroll System.



Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving;
- Ability to produce reports on Accounts and Payroll issues;
- 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.

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 – Cheque drawing & AP Supervision, 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:.....

