



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

| | | |
|---|--|-----------------------------------|
| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFIPD.013 |
| OFFICE: 1 st FLOOR, TWIN TOWER 1 | DESIGNATION/CLASSIFICATION: Assistant Secretary – Payroll Accounting, GR17 | |
| DIVISION: Inter-grated Government Payments | LOCAL DESIGNATION: Assistant Secretary | |
| BRANCH: Payroll Accounting | REPORTING TO: FAS – Integrated Government Payments | SYS. POS. NO: DFIPD.001 |
| SECTION: | LOCATION: TWIN TOWER 1, WAIGANI | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|-------------------------------------|
| | 25-03-2025 | Renummer and review job description |

2. PURPOSE

The Payroll Accounting Branch Supervisor is responsible for overseeing payroll reconciliation for eight pay groups within the state. This role ensures accurate payroll operations, including the administration of deductions, government repayments, salary recalls, bank file disbursements, general ledger monitoring, and compliance with tax and superannuation regulations.

3. DIMENSIONS

- Reports to: First Assistant Secretary – Integrated Government Payments Division
- Supervisory Responsibilities: Direct supervision of payroll accounting staff
- Pay Groups Managed: 8 distinct pay groups
- Financial Oversight: Responsible for payroll reconciliation transactions exceeding [5b] annually

4. PRINCIPAL ACCOUNTABILITIES

- Oversee payroll reconciliation processes to ensure accuracy and compliance.
- Manage deduction administration, including timely government repayments and salary recalls.
- Supervise the disbursement of bank files to commercial banks, ensuring all transactions are processed accurately and on schedule.
- Monitor general ledger accounts related to payroll to ensure proper accounting.
- Prepare and submit tax and superannuation reports as required by government regulations

5. MAJOR DUTIES

- Conduct regular audits of payroll transactions and reconcile discrepancies.
- Implement and maintain payroll policies and procedures to enhance efficiency and compliance.
- Collaborate with HR and other departments to ensure accurate employee data on general ledgers accounts/vote codes in the Work Force System.
- Provide leadership, training and support to payroll staff on processes and best practices.
- Prepare reports for management on payroll metrics, compliance issues, and audit findings.
- Serve as the primary point of contact for accounting payroll-related inquiries from employees and external stakeholders.
- Oversees the disbursement and deductions data records in the Ascender Pay System.
- Administer the payroll deduction configuration including any pay-codes linking the GL interface.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the designated supervisor (FAS – IPD).
- Collaborates with Financial Control, OSD, Legal, IFMS, FRCD and ITC if need be etc.)

(b) External

- Liaise with government agencies, banks, and auditors.

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:

- Recommend improvements to payroll accounting processes and systems for enhanced efficiency and accuracy including eft payments and automating reconciliations.
- Propose strategies for compliance with changing tax laws and payroll regulations of deductions and super accounting processes.
- Recommend to FAS and Senior Management on government expenditure by tracking government wage payments, transparency and protecting sensitive information from breaches.

7.3 Decisions:

- Make decisions regarding payroll adjustments, reconciliations, and compliance issues.
- Establish priorities for bank disbursements and staff assignments.
- Compliance and Oversight on mechanisms and compliance requirements to ensure all disbursements and repaid and recall salaries payments are complied with legal and regulatory frameworks to prevent fraud.

8. CHALLENGES

- Managing multiple pay groups with varying payroll complexities.
- Staying updated on changing regulations and compliance requirements.
- Resolving discrepancies in payroll data in a timely manner;
- Managing complex issues will increase since some payroll function is transferring to DPM while keeping the accounting functions in DoF.

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Master's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum of 5-10 years of experience in payroll processing, financial management, accounting, or payment processing in the public service.
- Experience and exposure in supervision and management of staff.
- Proven experience in Public Relations and communications.

- Experience working in a governmental HR & Payroll System and general ledger accounting is an advantage.

Knowledge:

- Knowledge of Public Financial Management Act;
- Organisational knowledge of public administration in processing payments;
- In-depth knowledge of the Public Service Management Act and the General Orders.

Skills and Abilities:

- Excellent analytical skills with a keen attention to detail;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Strong knowledge of payroll regulations, tax compliance, super regulations and reporting requirements.
- Strong organizational and time management skills, with the ability to manage multiple priorities.
- Exceptional communication and interpersonal skills to effectively work with diverse stakeholders.
- Proficient in Ascender software and Microsoft Office Suite, particularly Excel) and DMS.
- Excellent analytical and problem-solving skills.

NOTE: This job description provides a comprehensive overview of the Assistant Secretary roles, ensuring clarity on expectations and required for potential candidates.

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 **Assistant Secretary, Payroll Accounting 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.....



