



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIPD.014
OFFICE: 1 st FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: Senior Accountant 4– Deductions, Management, & General Ledger Monitoring, GR15	
DIVISION: Integrated Government Payments	LOCAL DESIGNATION: Deductions, Management, & General Ledger Monitoring	
BRANCH: Payroll Accounting	REPORTING TO: Assistant Secretary – Payroll Accounting	SYS. POS. NO: DFIPD.013
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Re-number and review job description

2. PURPOSE

The Senior Accountant for Deductions Monitoring is responsible for overseeing the deductions within the HR and Payroll system. This role involves assisting in the configuration and continuous monitoring of deductions, particularly focusing on 5% revenue reconciliation. The Senior Accountant will ensure accuracy in the deductions process and provide insights to support payroll accounting operations. It also includes the 50% deduction code rules on the take home net.

3. DIMENSIONS

- Reports to: Assistant Secretary, Payroll Accounting
- Supervisory Responsibilities: May provide guidance to junior accounting staff
- Scope of Responsibility: Monitoring and reconciliation of deductions for all payroll transactions
- Financial Oversight: Responsible for the accuracy of deductions impacting [30m] in revenue annually.

4. PRINCIPAL ACCOUNTABILITIES

- Monitor and manage deductions within the HR and Payroll system, ensuring accurate configuration and reporting.
- Assist in the reconciliation of 5% (Bank Account) revenue deductions, identifying discrepancies and recommending corrective actions.
- Collaborate with the Payroll Accounting team to ensure seamless integration of deductions into the payroll process.
- Prepare detailed reports on deductions and revenue reconciliation for management review.

5. MAJOR DUTIES

- Regularly audit deduction entries to ensure compliance with internal policies and external regulation especially on 50% code rules.
- Develop and implement processes to improve the accuracy and efficiency of deductions monitoring.

- Work closely with HR and Payroll departments to validate employee data deduction.
- Assist in training and supporting team members on deduction processing and system configurations.
- Prepare and present findings on deductions and revenue reconciliations to the Assistant Secretary. For example, analysis financial companies loan borrowing from employees.
- Reconcile and report to Senior Management on the revenue collection of 5% on quarterly basis.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Internal: Work closely with FRCD, NTR and other divisions on payroll accounting matters to ensure seamless operations.

(b) External

- Liaise with government agencies, banks, and auditors regarding payroll accounting matters.
- Collaborate with DPM on code rules of the different types of rules.

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 enhancements to the HR and Payroll system configuration to improve deductions accuracy and efficiency.
- Propose strategies to address and resolve discrepancies in deduction reporting.

7.3 Decisions:

- Make decisions regarding the configuration of deductions within the HR and Payroll system team both DoF and DPM.
- Determine the appropriate course of action for addressing discrepancies and compliance issues related to deductions.

8. CHALLENGES

- Ensuring the accuracy of deductions while managing complex payroll configurations.
- Keeping up-to-date with changes in regulations affecting payroll deductions.
- Resolving discrepancies in a timely manner to maintain payroll accuracy relating to the pay-code linking the GL interface.

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 5 years of experience in accounting or payroll functions, with a focus on deductions;
- Familiarity with HR and Payroll systems and experience with reconciliation processes.

Knowledge:

- Knowledge of Public Financial Management Act;
- In-depth knowledge of payroll regulations, super regulations, tax compliance, and reporting requirements;
- In-depth knowledge of the Public Service Management Act and the General Orders.

Skills and Abilities:

- Strong understanding of payroll regulations, deduction processes, and compliance requirements.
- Excellent analytical and problem-solving skills with keen attention to detail.
- Strong communication and interpersonal skills for effective collaboration with various stakeholders.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Stakeholders.
- Proficient in Ascender software (HRM & Payroll) and Microsoft Office Suite, particularly Excel)

NOTE: This job description captures vital roles of the Senior Accountant for the finance company deductions codes plus any pay codes used in the Ascender System that links the general ledgers interface. Ensures that accuracy, compliance and reconciliation importances for clarity on expectations required 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 **Senior Accountant 4– Deduction, Management & General Ledger Monitoring 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.....



