



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.015
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Deductions, Management, & General Ledger Monitoring Officer - GR13	
<b>DIVISION:</b> Integrated Government Payments	<b>LOCAL DESIGNATION:</b> Deductions, Management, & General Ledger Monitoring	
<b>BRANCH:</b> Payroll Accounting	<b>REPORTING TO:</b> Senior Accountant 4 – Deduction, Management, & General Ledger Monitoring	<b>SYS. POS. NO:</b> DFIPD.014
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Revised according to Re-org

### 2. PURPOSE

The Accountant for Deductions Monitoring assist with the responsibilities of 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.

### 3. DIMENSIONS

Reports to the Senior Accountant\_ Deduction Administration and Monitoring and are responsible for the accuracy of deductions impacting [K30m] in revenue annually.

### 4. PRINCIPAL ACCOUNTABILITIES

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

### 5. MAJOR DUTIES

- Assist the Senior Accountant, regularly audit deduction entries to ensure compliance with internal policies and external regulation especially on 50% code rules.
- Assist in developing and implementing 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:

- Assist the Senior Accountant 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 from a recognised University within PNG or abroad;
- 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;
- Exposure working in a public sector setting or government agency.

### 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 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 **Deduction, Management, & General Ledger Monitoring 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.....

