



# 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.016
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION: PUB</b> Senior Accountant 4 – Repaid Salary, Tax & Nambawan Super GR15	
<b>DIVISION:</b> Integrated Government Payments	<b>LOCAL DESIGNATION:</b> Senior Accountant 4 – Repaid Salary, Tax & Nambawan Super	
<b>BRANCH:</b> Payroll Accounting	<b>REPORTING TO:</b> Assistant Secretary – Payroll Accounting	<b>SYS. POS. NO:</b> DFIPD.013
<b>SECTION:</b>	<b>LOCATION:</b> 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 Accountant for Recall and Repaid Salary Reconciliation is responsible for ensuring the accuracy and integrity of the accounts related to salary recalls and repayments. This role involves performing detailed reconciliations, maintaining financial records, and collaborating with various stakeholders to resolve discrepancies. The accountant will play a vital role in supporting the payroll accounting function and ensuring compliance with relevant regulations.

### 3. DIMENSIONS

- Reports to Payroll Accounting Manager or Assistant Secretary - PAB
- Scope of Responsibility: Management of reconciliation processes for recall and repaid salary accounts
- Financial Oversight: Responsible for transactions impacting [Over K1.5m] related to salary recalls and repayments annually

### 4. PRINCIPAL ACCOUNTABILITIES

- Manage and oversee the processes related to government-repaid salaries and salary recalls for employees.
- Investigate payment verifications to ensure accuracy and compliance with regulations.
- Liaise with commercial banks to facilitate salary payments and resolve any banking issues.
- Communicate with government agencies to process requests for salary repayments effectively.

### 5. MAJOR DUTIES

- Review and validate salary repayment requests to ensure compliance with internal policies and government regulations.
- Conduct thorough investigations of payment discrepancies and resolve issues in a timely manner.
- Coordinate with commercial banks to ensure smooth processing of salary repayments and recalls.
- Prepare and maintain detailed records of all salary repayment transactions for auditing purposes.

- Generate reports on salary repayments and recalls for management review and compliance reporting.
- Prepare documents to re-credit overpayments into the GL accounts of agencies in collaboration of ICT database.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Work closely with FRCD, NTR, ICT database and other divisions on payroll accounting matters to ensure seamless operations.

#### (b) External

- Liaise with government agencies, banks, and auditors regarding payroll accounting matters.
- May communicate with DPM or government agencies as needed for verification on payments and reconciliation purposes.

## 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 the salary repayment and recall processes to enhance efficiency and compliance.
- Propose strategies for addressing common issues related to salary repayments and recalls.

### 7.3 Decisions:

- Make decisions regarding the validation and approval of salary repayment requests.
- Determine the appropriate course of action for resolving payment discrepancies and compliance issues.

## 8. CHALLENGES

- Ensuring compliance with complex regulations governing salary repayments and recalls.
- Managing tight deadlines for salary processing while maintaining accuracy.
- Navigating communication between multiple stakeholders, including banks and government agencies.

## 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 salary repayments;
- Familiarity with HR and Payroll systems and experience with reconciliation processes.
- Experience working with government agencies and commercial banks is highly desirable.

**Knowledge:**

- Knowledge of Public Financial Management Act;
- Proficient in Ascender System and Microsoft Office Suite, particularly Excel
- In-depth knowledge of the Public Service Management Act and the General Orders.

**Skills and Abilities:**

- Strong understanding of payroll regulations and compliance requirements related to salary repayments.
- 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.

**NOTE:** This job description captures the essential roles, qualifications and skills for the position of the Senior Accountant – Repaid, Recall Salary. Emphasizing the important of accuracy, compliance and collaboration with the government agencies.

**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 – Repaid Salary, Tax & Nambawan Super 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.....



DATE \_\_\_\_\_  
DESCRIPTION \_\_\_\_\_  
FINANCIAL \_\_\_\_\_