

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION**

**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

**Date: 24.09.25**

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.017
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION: PUB</b> Repaid Salary, Tax & Nambawan Super- GR13	
<b>DIVISION:</b> Integrated Government Payments	<b>LOCAL DESIGNATION:</b> Repaid Salary, Tax & Nambawan Super	
<b>BRANCH:</b> Payroll Accounting	<b>REPORTING TO:</b> Senior Accountant 4 – Repaid Salary, Tax & Nambawan Super	<b>SYS. POS. NO:</b> DFIPD.016 <b>REF. NO:</b>
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	25-03-2025	Renumber and review job description from position no# DFPD.024

**2. PURPOSE**

The Accountant for Tax and Superannuation Reporting is responsible for preparing and providing tax and superannuation reports to the Internal Revenue Commission (IRC) and Nambawan Super. This role involves reconciling payments, generating statements of earnings for government employees, and ensuring compliance with relevant tax regulations and superannuation requirements.

**3. DIMENSIONS**

- Reports to Payroll Accounting Manager or Assistant Secretary - PAB
- Scope of Responsibility: Management of tax and superannuation reporting for the entire government workforce.
- Financial Oversight: Responsible for reports and reconciliations impacting [2b] in tax and superannuation payments annually.

**4. PRINCIPAL ACCOUNTABILITIES**

- Prepare and submit accurate tax and superannuation reports to the IRC and Nambawan Super within established deadlines.
- Reconcile tax and superannuation payments, ensuring accuracy and compliance with legal requirements.
- Generate and distribute statements of earnings to all government employees, ensuring clarity and accuracy in reported figures.
- Maintain detailed records of all tax and superannuation transactions for auditing purposes.

**5. MAJOR DUTIES**

- Compile and analyse data to prepare comprehensive tax and superannuation reports as required by regulatory bodies.
- Conduct regular reconciliations of tax and superannuation accounts, identifying and resolving discrepancies in a timely manner, (note no negative contribution to super).
- Collaborate with payroll and finance teams to ensure accurate reporting of employee earnings and deductions.

- Respond to inquiries from employees regarding their statements of earnings and provide necessary clarifications.
- Assist in the preparation of end-of-year tax documentation and reporting requirements.
- Monitor the tax and super data entry for accuracy.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Collaborate with Payroll, Finance, and HR departments to ensure accurate tax and superannuation reporting.

#### (b) External

Liaise with the IRC, Nambawan Super, and other regulatory (DPM & Treasury) bodies as required.

## 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 tax and superannuation reporting processes to enhance accuracy and efficiency.
- Suggest strategies for better data management and compliance with tax and super regulations.

### 7.3 Decisions:

- Make decisions regarding the preparation and submission of tax and superannuation reports.
- Determine the appropriate course of action for addressing discrepancies and compliance issues.

## 8. CHALLENGES OF THE JOB

- Ensuring compliance with complex tax regulations and superannuation requirements
- Managing tight deadlines for tax and superannuation reporting while maintaining high accuracy.
- Addressing inquiries and discrepancies in a timely manner to maintain stakeholder satisfaction.

## 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 banking, finance, with a focus on tax and superannuation reporting preferred.
- Familiarity with HR and Payroll systems to extract reports.
- Familiarity with tax regulations and superannuation requirements 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 tax laws and superannuation compliance requirements.
- Proficient in Microsoft Office Suite, particularly Excel.
- Excellent attention to detail and analytical skills.
- Strong communication and interpersonal skills for effective collaboration with various stakeholders.
- Ability to manage multiple tasks and work efficiently in a fast-paced environment.

**NOTE:** This job description captures the essential roles, qualifications and skills for the position of the **accountant**. Emphasizing the important of accuracy, compliance and collaboration with the stakeholder.

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



