

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

**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

**Date: 24.09.2025**

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.018
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION: PUB</b> Senior Payments Officer – Payroll Bank File, Disbursement & Monitoring, GR15	
<b>DIVISION:</b> Integrated Government Payments	<b>LOCAL DESIGNATION:</b> Senior Payments Officer - Bank File Disbursement/Monitoring	
<b>BRANCH:</b> Payroll Accounting	<b>REPORTING TO:</b> Assistant Secretary – Accounting Payroll	<b>SYS. POS. NO:</b> DFIPD.013
<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	Revised according to Re-org.

**2. PURPOSE**

The Senior Bank Disbursement Officer is responsible for managing and executing the transfer of bank files to commercial banks, ensuring timely and accurate disbursement of employee payments and other financial transactions. The position is responsible for monitoring all transfers, verify compliance with banking regulations, and maintain communication with financial institutions to resolve any issues.

**3. DIMENSIONS**

Reports to Assistant Secretary – Payroll Accounting Branch and supervises a subordinate officer with the responsibilities of disbursements totalling [K5.5b] annually.

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Execute bank file transfers to commercial banks in a timely and accurate manner.
- II. Monitor employee disbursement processes to ensure that payments are processed correctly and on schedule.
- III. Verify that all transfers comply with banking regulations and internal policies.
- IV. Maintain detailed records of all transactions and transfers for auditing purposes.

**5. MAJOR DUTIES**

- Prepare and process bank files for employee payroll and disbursements, ensuring accuracy in amounts and recipient information.
- Coordinate with finance and payroll teams to confirm payment schedules and disbursement details.
- Monitor and track the status of bank transfers, resolving any discrepancies or issues that arise.
- Liaise with commercial banks to address inquiries, resolve issues, and ensure smooth processing of transactions.
- Conduct periodic audits of disbursement processes to ensure compliance and identify areas for improvement.
- Monitor disbursements records on users doing illegal entries and remove.

**6. NATURE AND SCOPE**

## 6.1 WORKING RELATIONSHIP

### (a) Internal

MTS  
Work closely with Payroll Accounting Branch Team on disbursements matters to ensure accurate disbursements.

### (b) External

- Communicate with commercial banks and financial institutions regarding file transfers and ensure to fix any error on bank files.
- May communicate with DPM or government agencies as needed for verification on disbursements 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 bank file transfer process to enhance efficiency and accuracy.
- Suggest strategies for mitigating risks associated with employee disbursements and bank transactions.

### 7.3 Decisions:

- Make decisions regarding the processing and scheduling of bank file transfers.
- Determine appropriate actions to resolve discrepancies or issues related to disbursements.

## 8. CHALLENGES

- Ensuring the accuracy and timeliness of bank file transfers amidst tight deadlines.
- Navigating complex banking regulations and compliance requirements.
- Addressing and resolving issues with bank transactions quickly to avoid disruptions in payroll.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's degree in Accounting, Finance, Business Administration or a related field;
- Minimum of 5 years of experience in banking, finance, or payroll functions, preferably involving bank file transfers;
- Familiarity with HR and Payroll systems and experience with bank file format 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;
- Exposure working in a public sector setting or government agency;
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Strong understanding of banking regulations and compliance requirements related to disbursements.

- Excellent analytical and 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.

**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 **Senior Payments Officer - Bank File Disbursement & 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.....

