



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIPD.021
OFFICE: 1 ST FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PAYROLL RECONCILIATION OFFICER, GR13	
DIVISION: INTEGRATED GOVERNMENT PAYMENTS	LOCAL DESIGNATION: PAYROLL RECONCILIATION OFFICER	
BRANCH: PAYROLL ACCOUNTING	REPORTING TO: SENIOR PAYROLL RECONCILIATION OFFICER DFIPD.020	SYS. POS. NO: REF. NO:
SECTION:	LOCATION: 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 Payroll Reconciliation assist with the responsibilities for the payroll reconciliation process for eight distinct pay groups within the state. The responsibilities include the role of ensuring the accuracy and compliance of payroll operations, manages deduction administration, oversees government repayments and salary recalls, and ensures the proper disbursement of bank files.

3. DIMENSIONS

Reports to the Senior Accountant _Payroll Reconciliation with the responsibility for payroll transactions totalling [K5b] annually.

4. PRINCIPAL ACCOUNTABILITIES

- I. Assist with ensuring accurate reconciliation of payroll transactions across all pay groups.
- II. Assist the Senior Accountant, manage and oversee the administration of payroll deductions, government repayments, and Salary recalls.
- III. Assist with preparation and disbursement of bank files to commercial banks, ensuring adherence to deadlines;
- IV. Monitor and maintain the integrity of general ledger accounts related to payroll;
- V. Assist with the preparation and submission comprehensive tax and superannuation reports in accordance with regulatory requirements.

5. MAJOR DUTIES

- Assist the Senior Accountant, conduct regular audits of payroll data to identify and resolve discrepancies (salary drawing account, repaid salary account and BPNG account).
- Assist the Senior Accountant, Develop and implement payroll accounting policies and procedures to improve efficiency and compliance.
- Collaborate with HR and Finance departments to ensure accurate employee GL accounts.
- Assist the Senior Accountant, Provide leadership, training, and support to payroll reconciliation staff.
- Assist the Senior Accountant, Generate and present reports to management on payroll metrics, compliance issues, and reconciliation results.

- Act as the primary point of contact for payroll-related inquiries from employees and external agencies.
- Prepare bank schedule every fortnight for approval.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Internal: Work closely with FRCD, FCD, 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.

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:

- Assist the Senior Accountant, Recommend improvements to payroll accounting processes and systems for enhanced efficiency and accuracy including eft payments and automating reconciliations.
- Propose strategies for compliance with changing tax laws and payroll regulations of deductions and super accounting processes.
- Recommend to FAS and Senior Management on government expenditure by tracking government wage payments, transparency and protecting sensitive information from breaches.

7.3 Decisions:

- Recommend enhancements to accounting payroll processes and systems for improved efficiency and accuracy.
- Advise on compliance strategies related to evolving tax laws and super payroll deduction regulation.

8. CHALLENGES

- Managing the complexities of multiple pay groups and ensuring consistent accuracy.
- Keeping up-to-date with changing regulations and compliance requirements.
- Addressing and resolving payroll discrepancies promptly and effectively

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Bachelor's Degree in Finance, Accounting, or a related field from a recognised University within PNG or abroad;
- A Minimum of 4-7 years of experience in payroll accounting or related field;
- Experience and exposure in supervision of staff;
- Proven experience in Public Relations and communications;
- Experience working in a governmental HR & Payroll System and general ledger accounting is an advantage.

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 analytical and problem-solving skills, with a keen attention to detail;
 - Effective management and task delegation skills at all levels;
 - Exceptional ability to work well with colleagues and effectively mentor subordinates;
 - Proven ability to manage multiple priorities and meet tight deadlines in a dynamic environment.
 - Excellent communication and interpersonal skills to engage effectively with diverse 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 **Payroll Reconciliation Officer, 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.....

