

**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.023
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Senior Accountant – Court Order, GR15	
<b>DIVISION:</b> Inter-grated Government Payments	<b>LOCAL DESIGNATION:</b> Court Order Officer	
<b>BRANCH:</b> Inter-governmental Branch	<b>REPORTING TO:</b> AS – Inter-grated Govern. Payments	<b>REF. NO:</b> DFIPD.022
<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	Developed according to re-org

**2. PURPOSE**

The Senior Accountant for Court Order Payments oversees the responsibilities under court order payments within the intergovernmental payment's framework. This role ensures compliance with legal requirements and organizational policies while maintaining thorough financial records.

**3. DIMENSIONS**

Reports directly to Assistant Secretary – Intergovernmental Payments and supervises a subordinate officer.

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Ensure the accurate processing and recording of court order payments.
- II. Maintain compliance with relevant laws and regulations regarding court-ordered disbursements.
- III. Assist in the preparation of financial reports related to court order payments.

**5. MAJOR DUTIES**

- Payment Processing:
  - Review and process court order payment requests in accordance with establish procedures.
  - Verify the accuracy of payment amounts and documentation before disbursement.
- Record Keeping:
  - Maintain detailed and organized financial records related to court order payments.
  - Ensure timely reconciliation of payment transactions and resolve discrepancies as needed.
- Compliance Monitoring:
  - Stay informed about relevant legal requirements and changes in regulations that impact court order payments.
  - Assist in audits and compliance reviews related to court order payments.
- Reporting:
  - Prepare regular reports on court order payment activities for the Manager and other stakeholders.

- Assist in financial forecasting and budgeting activities related to court order payments.
- Collaboration:
  - Work closely with the Manager of Intergovernmental Payments to ensure alignment and Efficiency in processing.
  - Collaborate with other departments, such as legal and finance, to resolve payment issues and improve processes.
- Customer Service:
  - Respond to inquiries from internal and external stakeholders regarding court order payments.
  - Provide exceptional service to ensure stakeholder satisfaction and trust.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports directly to the Manager of Intergovernmental Payments
- Collaborates with other divisions in the departments.
- The Senior Accountant will work closely with the Manager of Intergovernmental Payments to support financial operations and reporting.

#### (b) External

- Engages with external agencies and stakeholders as needed

## 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:

- Provide recommendations to management on improved workflow and processes on court orders;
- Recommend metrics to evaluate the court order payment to allow data driven improvements

### 7.3 Decisions:

- Decision on set up oversight mechanisms and compliance requirements to ensure all payments comply with legal and regulatory frameworks and to prevent fraud;
- Decide on protocols for data collection, storage and analysis to ensure transparency and accountability in payment process.

## 8. CHALLENGES

- Court orders often involve emotionally charged situations (e.g., divorce or custody battles), which can affect communication and collaboration between parties and the accountant;
- Personal circumstances, such as changes in income or employment status of the parties involved, can affect payment amounts and obligations. Accountants must stay updated on these changes;
- Maintaining accurate and organized records of payments and transactions related to court orders is essential. This can become cumbersome, especially when managing multiple orders simultaneously;

- Ensuring compliance with legal requirements and deadlines can be challenging. Failure to comply can lead to legal repercussions for both the accountant and the parties involved.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as a result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's Degree in Finance, Accounting, Economics or a related field from a recognised University within PNG or abroad;
- Minimum of 4-7 of accounting or financial management, with a focus on utility payments Preferred
- Must be a member of CPA or other professional affiliated institute;
- Exposure working in public sector setting or government agency.

### Knowledge:

- Knowledge of procedures and processes of the types of court order payment;
- Knowledge of legal terminology relating to court order payments;
- Must know how to collaborate with the legal professional;
- Maintain confidentiality and Ethics standards when handling sensitive financial information related to court payments.

### Skills and Abilities:

- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Strong understanding of accounting principles and practices, particularly related to payment processing
- Proficient in accounting software and Microsoft Office Suite (especially Excel) and IFMS.
- Excellent attention to detail and accuracy in financial recordkeeping.
- Strong analytical skills with the ability to identify and resolve discrepancies.
- Good communication and interpersonal skills to facilitate collaboration and stakeholder engagement.
- Ability to work independently and manage multiple tasks 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 Accountant - Court Order, 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:.....

