

**PAPUA NEW GUINEA PUBLIC SERVICE****DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION****JOB DESCRIPTION**

Date: 24/09/2025

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIPD.024
OFFICE: 1 st FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ACCOUNTANT – COURT ORDER, GR13	
DIVISION: Inter-grated Government Payments	LOCAL DESIGNATION: COURT ORDER OFFICER	
BRANCH: Inter-governmental Branch	REPORTING TO: SENIOR ACCOUNTANT – COURT ORDER	REF. NO: DFIPD.023
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Created using pos.....

2. PURPOSE

The Accountant for Court Order Payments is responsible for the accurate and timely processing of court order payments within the intergovernmental payment's framework. This role ensures compliance with legal requirements and organizational policies while maintaining thorough financial records. The accountant will work closely with the Manager of Intergovernmental Payments to support financial operations and reporting.

3. DIMENSIONS

Department of Finance
Reports directly to Assistant Secretary – Intergovernmental Payments

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the accurate processing and recording of court order payments.
- Maintain compliance with relevant laws and regulations regarding court-ordered disbursements.
- 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 established 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.

(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 Accounting, Finance, Business Administration, or a related field.
- Minimum of 4-8 years of experience in accounting, finance, or payment processing.
- Experience and exposure in coordination and management of staff and events.
- Experience with court order payments or in a governmental setting is preferred

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:

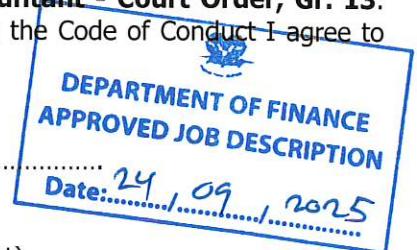
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Strong understanding of accounting principles and practices, particularly related to payment processing
- Proficient in accounting software and Microsoft 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 captures the essential responsibilities and qualifications for the Accountant Court Order Payments position, highlighting the importance of accuracy, compliance, and collaboration within the intergovernmental payments team.

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 **Accountant - Court Order, 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:.....

