



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24.09.2025

**1. IDENTIFICATION**

|   |   |                                   |
|---|---|-----------------------------------|
| <b>AGENCY:</b><br>DEPARTMENT OF FINANCE               | <b>SYS. POSN. NO:</b>   | <b>REF. NO:</b><br>DFIPD.026      |
| <b>OFFICE:</b><br>1 <sup>st</sup> FLOOR, TWIN TOWER 1 | <b>DESIGNATION/CLASSIFICATION:</b><br>Accountant – Rental, GR13           |                                   |
| <b>DIVISION:</b><br>Inter-grated Government Payments  | <b>LOCAL DESIGNATION:</b><br>Government Rental Officer                    |                                   |
| <b>BRANCH:</b><br>Inter-governmental Branch           | <b>REPORTING TO:</b><br>Senior Accountant – Inter-grated Govern. Payments | <b>SYS. POS. NO:</b><br>DFIPD.025 |
| <b>SECTION:</b>                                       | <b>LOCATION:</b><br>TWIN TOWER 1, WAIGANI                                 |                                   |

**HISTORY OF POSITION**

| <b>FILE REF.</b> | <b>DATE OF VARIATION</b> | <b>DETAILS</b>                                      |
|------------------|--------------------------|---|
|                  | 25-03-2025               | Created using existing pos<br>DFCMECD.058, DFPD.038 |

**2. PURPOSE**

The Accountant - Rental Payment Officer is responsible for the accurate processing, management, and reporting of rental payments within the intergovernmental payment's framework. This role ensures compliance with relevant regulations and organizational policies while maintaining thorough financial records. The Accountant will work closely with the Manager of Intergovernmental Payments to support efficient financial operations and reporting related to rental transactions.

**3. DIMENSIONS**

**\*Department of Finance**

\* Reports to Assistant Secretary – Integrated Governmental Payments

**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure timely and accurate processing of rental payments to vendors and service providers.
- Maintain compliance with applicable laws and regulations governing rental payments.
- Assist in the preparation of financial reports and reconciliations related to rental transactions.

**5. MAJOR DUTIES**

- Payment Processing:
  - Review and process rental payment requests in accordance with established procedures and contractual obligations.
  - Verify the accuracy of payment amounts, supporting documentation, and lease agreements before disbursement.
- Record Keeping:
  - Maintain organized and detailed financial records for all rental payments, including invoices, contracts, and payment confirmations.
  - Ensure timely reconciliation of rental payment transactions and resolve any discrepancies.
- Compliance Monitoring:
  - Stay informed about relevant legal requirements and changes in regulations affecting rental payments.

- Assist with audits and compliance reviews related to rental transactions.
- **Reporting:**
  - Prepare regular reports on rental payment activities for the Manager and other stakeholders.
  - Assist in financial forecasting and budgeting activities related to rental expenses.
- **Collaboration:**
  - Work closely with the Manager of Intergovernmental Payments to ensure alignment and Efficiency in processing rental payments.
  - Collaborate with other departments, such as legal and finance, to address payment issues and enhance processes.
- **Customer Service:**
  - Respond to inquiries from internal and external stakeholders regarding rental payments.
  - Provide exceptional service to ensure satisfaction and maintain positive relationships with Vendors and service providers.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports directly to the Manager of Intergovernmental Payments.
- Collaborates with other divisions/branches in the departments.

#### (b) External

- Engages with external vendors 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:

- Recommend on regularly assess rental pricing against market rates to ensure competitiveness and profitability.
- Recommend to management on any potential shortfalls or issues early on, allowing for timely adjustments by regularly monitoring cash flow;
- Recommend on automate payment processing to streamline operations and reduce errors.

### 7.3 Decisions:

- Decision on late payment policies to determine clear policies regarding late payment fees and grace periods, ensuring they comply with laws and are effectively communicated to tenants;
- Decision on expense tracking on all rental payments expenses and ensure accurate financial reporting.

## 8. CHALLENGES

- Limited time and resources may affect the accountant's ability to effectively manage and oversee rental payments, particularly in high demand environment.
- Legal changes may impact how rental is managed in which it is important stay inform on changes on laws and regulations or increased in rental etc.
- Disputes and Conflicts may arise regarding rental payments, timelines or compliance complicating the accountant's role and requiring mediation and negotiation skills;

- Personal circumstances, such as changes in income or employment status.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 4-7 years of experience in accounting, finance, or payment processing, with a focus on rental payments preferred.
- Experience in a governmental or public sector environment is advantageous.
- Professional certification (e.g., CPA, CMA) is preferred but not required

### Knowledge:

- Knowledge of administration and management of public events and venue hire;
- Knowledge of preparing and presenting events management reports;
- Organisational knowledge of hosting and coordinating events;
- In-depth knowledge of safety measurements in terms of hosting and organising events;
- In-depth knowledge of fire safety and hazard including electricity;
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Strong understanding of accounting principles and practices, particularly related to rental 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 outlines the key responsibilities, qualifications, and skills required for the position of the accountant – rental. Emphasizing the important 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 – Rental, 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:.....

