



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.028
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Accountant – Utilities GR13	
<b>DIVISION:</b> Inter-grated Government Payments	<b>LOCAL DESIGNATION:</b> Utilities Officer	
<b>BRANCH:</b> Inter-governmental Branch	<b>REPORTING TO:</b> Senior Accountant - Utilities	<b>SYS. POS. NO:</b> DFIPD.027
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Created using pos DFPD.012

2. PURPOSE

The accountant - Utilities Officer will be responsible for managing and overseeing all utility payments, including water, power, sewerage, and other related services. This position requires meticulous attention to detail in processing payments, maintaining accurate records, and ensuring compliance with relevant regulations. The ideal candidate will possess strong accounting skills, excellent analytical abilities, and the capacity to collaborate effectively with internal departments and external vendors.

3. DIMENSIONS

\*Department of Finance

\*Reports to Assistant Secretary – Integrated Governmental Payments

4. PRINCIPAL ACCOUNTABILITIES

- Ensure timely and accurate processing of intergovernmental payments.
- Maintain compliance with relevant laws, regulations, and internal policies.
- Prepare and present financial reports regarding payment activities.
- Collaborate with internal and external stakeholders to resolve payment-related issues

5. MAJOR DUTIES

- Utility Payments Management:
  - Process and manage payments for utilities including water, power, and sewerage, ensuring timely and accurate transactions.
  - Maintain a detailed schedule of utility invoices and payment due dates to avoid late fees and service interruptions.
- Record Keeping and Reporting:
  - Maintain accurate records of all utility transactions and payments in the accounting system.
  - Prepare monthly, quarterly, reconciliation and annual reports detailing utility expenses and usage for internal stakeholders and budget management.
- Budgeting and Forecasting:
  - Assist in the preparation and monitoring of utility budgets, providing insights on historical usage and anticipated changes.

- Analyze utility consumption trends to identify potential cost savings or areas for improvement.

- **Compliance and Auditing:**
  - Ensure compliance with local, state, and federal regulations related to utility payments and reporting.
  - Support internal and external audits by providing necessary documentation and explanations related to utility expenses.
- **Collaboration and Communication:**
  - Work closely with the Manager of Intergovernmental Payments and other departments to align utility payment strategies with organizational objectives.
  - Communicate effectively with utility providers to resolve discrepancies, negotiate terms, and address any service-related issues.
- **Continuous Improvement:**
  - Identify opportunities to streamline utility payment processes and enhance efficiency.
  - Stay informed about industry best practices and regulatory changes affecting utility management.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Collaborate within Finance Operations and management teams to support utility-related activities.

#### **(b) External**

- Liaise with regulatory bodies, auditors and vendors 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:**

- The accountant - Utilities will provide periodic financial insights and recommendations to management regarding utility pricing, payment processes, and operational efficiencies, aiding in strategic decision-making.

### **7.3 Decisions:**

- The accountant will make decisions related to financial reporting, budget allocations, and compliance issues. They will also recommend financial strategies to improve utility operations.

## **8. CHALLENGES**

- Staying updated on regulatory changes affecting utility finance.
- Managing fluctuating utility costs and their impact on budgets.
- Balancing financial accuracy with timely reporting.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's degree in Finance, Accounting, or a related field;  
Minimum of 3-6 of accounting or financial management, with a focus on utility payments preferred.
- Professional certification (e.g., CPA, CMA) is preferred but not required

### Knowledge:

- Proficiency in accounting software (IFMS) and Microsoft Office Suite, particularly Excel;
- Knowledge of utility regulations and payment processes is a plus;
- Staying updated on regulatory changes affecting utility finance.
- Managing fluctuating utility costs and their impact on budgets.
- Balancing financial accuracy with timely reporting and reconciliation.

### Skills and Abilities:

- Strong communication and interpersonal skills;
- Good time management abilities to manage multiple tasks, priorities and meet deadlines
- Strong analytical skills and attention to detail.
- Ability to work independently;
- 

**NOTE:** This job description provides a comprehensive overview of the responsibilities and qualifications for the Accountant - Utilities position, ensuring clarity for potential candidates.

### 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 - Utilities, 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:.....



