



**PAPUA NEW GUINEA PUBLIC SERVICE APPROVED JOB DESCRIPTION**

**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.030
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Worker's Compensation, Pension and Subscription Officer – GR13	
<b>DIVISION:</b> Inter-grated Government Payments	<b>LOCAL DESIGNATION:</b> Workers' Compensation, Pension and Subscription Officer	
<b>BRANCH:</b> Inter-governmental Branch	<b>REPORTING TO:</b>	<b>SYS. POS. NO:</b> DFIPD.029 <b>REF. NO:</b> Senior Worker's Compensation, Pension and Subscription Officer
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

**HISTORY OF POSITION**

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

**2. PURPOSE**

The accountant - Workers Compensation, Pension, and Subscription Fees is responsible for the accurate financial management and oversight of workers' compensation programs, pension plans, and subscription fee processing. This role plays a critical part in ensuring compliance with regulatory requirements and providing insightful financial reporting to support organizational decision-making.

**3. DIMENSIONS**

- Department of Finance and reports to Manager and Assistant Secretary – Inter-grated Payment Division
- Budget Responsibility: Assists in budget preparation and monitoring of related expenditures.

**4. PRINCIPAL ACCOUNTABILITIES**

This position is accountable for maintaining the integrity of financial records associated with workers' compensation, pension funds, and subscription fees. This role supports the management of financial operations by providing financial insights and recommendations to enhance efficiency and compliance.

**5. MAJOR DUTIES**

- Workers Compensation Management:
  - Oversee the processing of court order payments, ensuring compliance with legal mandates.
  - Manage payments related to workers' compensation and pension disbursements.
  - Facilitate subscription fee collections and manage utility and rental payments.
- Pension Administration:
  - Oversee the administration of pension plans, ensuring compliance with regulatory requirements.
  - Prepare and process pension contributions, distributions, and reconciliations.
  - Assist in the preparation of pension-related financial reports and disclosures.
- Subscription Fee Management for DoF:
  - Manage and track subscription fees for various services and memberships.

- Ensure timely payment of subscription fees and maintain accurate records of subscriptions
- Analyze subscription costs to identify potential savings or efficiencies.
- Reporting and Compliance:
  - Prepare regular financial reports related to workers' compensation, pension, and subscription fees for management review.
  - Ensure compliance with relevant laws, regulations, and organizational policies.
  - Assist in audits by providing necessary documentation and explanations.

- Collaboration:
  - Work closely with the Manager and Assistant Secretary for Intergovernmental Payments, as well as other departments, to facilitate effective financial management.
  - Communicate with external stakeholders, including insurance providers and pension fund managers, to ensure accurate processing of claims and contributions.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Collaborate with Finance, Human Resources, and Management teams to support financial activities related to workers' compensation, pension plans, and subscriptions.

#### (b) External

Liaise with regulatory bodies, auditors, insurance providers, and subscription service 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 - Workers Compensation, Pension, and Subscription Fees will provide periodic financial insights and recommendations to management on cost management, compliance, and operational efficiencies, assisting in strategic planning.

### 7.3 Decisions:

The accountant will make decisions related to financial reporting, budget allocations, compliance issues, and recommend strategies for enhancing workers' compensation and pension plan management.

## 8. CHALLENGES

- Navigating complex regulatory requirements and changes affecting workers' compensation and pension plans.
- Managing fluctuating costs associated with claims and subscriptions.
- Ensuring timely and accurate financial reporting amidst varying deadlines.

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- - Bachelor's degree in Accounting, Finance, or related field.
- - Minimum of 4-7 years of accounting experience, preferably in workers' compensation, pension management, or benefits administration.
- - CPA or CMA certification is a plus.

### Knowledge:

- Understanding of workers' compensation laws and regulations.
- Familiarity with pension plan structures and compliance requirements.
- Awareness of subscription services and fee management practices.
- Understanding of Financial Management Act
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Good time management abilities to manage multiple tasks, priorities and meet deadlines
- Must be flexible to work in a team environment.
- Proficiency in accounting software (IFMS) and Microsoft Office Suite, especially Excel.
- Strong analytical skills for financial data interpretation and reporting and reconciliation.
- Excellent organizational skills for managing multiple tasks and deadlines.
- Ability to communicate effectively with internal and external stakeholders.
- Strong attention to detail to ensure accuracy in financial reporting.
- Ability to work collaboratively in a team environment while managing individual responsibilities.

**NOTE:** This job description provides a comprehensive overview of the Workers, Comp, Pension & Subscription Fess roles, ensuring clarity on expectations and required 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 **Workers' Compensation, Pension and Subscription officer's, 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:.....



