



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFIPD.031
<b>OFFICE:</b> 1 <sup>st</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Senior Inter-governmental Payments Officer, GR15	
<b>DIVISION:</b> Inter-grated Government Payments	<b>LOCAL DESIGNATION:</b> Inter-governmental Payments	
<b>BRANCH:</b> Inter-governmental Branch	<b>REPORTING TO:</b> AS – Inter-grated Government Payments DFIPD.022	<b>SYS. POS. NO:</b>  <b>REF. NO:</b>
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Developed according to Re-org

### 2. PURPOSE

The Senior Accountant\_ Intergovernmental Payments is responsible for overseeing and coordinating the operations related inter-government payment, ensuring that all payment processes are efficient, compliant, and aligned with organizational goals. The Senior Accountant will lead a team of professionals to deliver high-quality financial services while fostering strong relationships with internal departments and external stakeholders.

### 3. DIMENSIONS

See 6.1

### 4. PRINCIPAL ACCOUNTABILITIES

- Manage and ensure the accuracy and timeliness of all intergovernmental payments.
- Develop and implement policies and procedures to enhance payment processes.
- Monitor compliance with applicable laws and regulations.
- Prepare and present financial and operational reports to senior management.

### 5. MAJOR DUTIES

- Team Leadership:
  - Supervise and mentor payment processing team.
  - Conduct performance evaluations and provide training to enhance team skills.
- Operational Management:
  - Oversee the complete payment cycle, including initiation, processing, and reconciliation of payments related to court orders, workers' compensation, pensions, subscriptions, utilities, and rentals.
  - Assess and improve payment workflow processes to enhance efficiency and accuracy.
- Financial Oversight:
  - Ensure financial records are maintained accurately and comply with organizational standards.
  - Develop and manage the budget for the intergovernmental payments function.

- Compliance and Risk Management:
  - Monitor changes in relevant laws and regulations, ensuring that payment processes remain compliant.
  - Identify risks within the payment processes and develop strategies to mitigate them.
- Stakeholder Engagement:
  - Act as the primary liaison between the organization and external agencies, vendors, and partners regarding payment issues.
  - Collaborate with internal departments to ensure alignment on payment-related matters.
- Reporting and Analysis:
  - Prepare and present regular reports on payment activities, trends, and compliance to senior management.
  - Analyze payment data to identify opportunities for improvement and cost savings using IFMS.



## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports to the First Assistant Secretary of Integrated Payments Division
- Collaborates with relevant divisions within DoF.

#### (b) External

- Maintains relationships with external agencies, vendors, and service providers.

## 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 streamline processes by standardized procedures and workforces for processing to reduce delays;
- Recommend to enhance technology use to modernise automating payment processing, improve tracking of data;
- Can recommend training programs of staff to achieve goals of the branch.

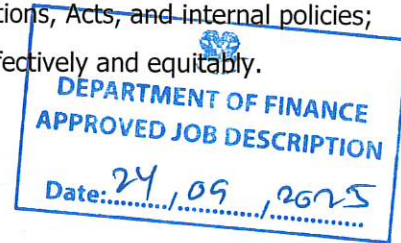
### 7.3 Decisions:

- Crisis Management: when deciding on develop contingency plans for unforeseen circumstances (eg. Economic downturns, regulatory changes) that could impact funding of payment processes.
- Decide on relevant recommendation to be brought to the attention of the AS – Inter-governmental Payments Branch.

## 8. CHALLENGES



- Co-ordination among agencies can be challenging. Misalignment in goals or priorities can lead to inefficiencies and delays.
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Budget constraints can be difficult to allocate funds effectively and equitably.



## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's Degree in Finance, Accounting, Business Administration, or a related field from a recognised University within PNG or abroad;
- Minimum of 5-7 years of experience in financial management, accounting, or payment processing, with at least 2 years in a supervisory role;
- Exposure working in a public sector setting or government agency.

### Knowledge:

- Comprehensive understanding of financial regulations and best practices related to intergovernmental payments;
- In-depth knowledge of Public Finance Management Act;
- In-depth knowledge of Public Service Budget Cycles and Accounting Standards; and IFMS Systems;
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Excellent communication and interpersonal skills, enabling effective collaboration with diverse stakeholders;
- Proficient in financial management software and Microsoft Office Suite (Excel, Word, PowerPoint);
- Exceptional leadership and team management skills, with a proven ability to mentor and develop staff;
- Strong analytical and problem-solving skills, with a focus on detail and accuracy;
- Good time management abilities to manage multiple tasks, priorities and meet deadlines
- Ability to manage multiple projects and priorities 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 Inter government Payments, 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:.....

