



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION


DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
 Date: 24 / 09 / 2025

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIPD.032
OFFICE: 1 st FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: Inter-governmental Payments Officer, GR13	
DIVISION: Inter-grated Government Payments	LOCAL DESIGNATION: Inter-governmental Payments	
BRANCH: Inter-governmental Branch	REPORTING TO: Sr. Accountant – Inter-grated Government Payments DFIPD.031	SYS. POS. NO: REF. NO:
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

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

2. PURPOSE

The Accountant_ Intergovernmental Payments assist with the responsibilities of coordinating the operations related inter-government payment, ensuring that all payment processes are efficient, compliant, and aligned with organizational goals.

3. DIMENSIONS

The Accountant reports to the Senior Accountant Inter government Payments.

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Senior Accountant with the Management and ensuring the accuracy and timeliness of all intergovernmental Payments.
- Assist with the development and implementation of 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

- Operational Management:
 - Assist 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 **Accountant Inter government Payments, 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:.....



