

**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: DFNSRC.007
OFFICE: 5 th FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SENIOR ACCOUNTANT – RECEIVER OF PUBLIC MONIES, GR. 14	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: SENIOR ACCOUNTANT – RECEIVER OF PUBLIC MONIES	
BRANCH: DIGITIZATION OF REVENUE COLLECTIONS AND RECEIPTING	REPORTING TO: NO:	SYS. POS. NO: TEAM LEADER – RECEIVER OF PUBLIC MONIES, GR. 16
SECTION:	LOCATION: 5 th Floor, Twin Tower 1, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	08.03.2025	Revise, rename, redesign

2. PURPOSE

The Senior Accountant – Receiver of Public Monies (ROPM) will assist the Team Leader and Assistant Secretary (AS) in ensuring that all collection receipts are downloaded from the E – Receipting Portal and uploaded into the Integrated Financial Management System (IFMS).

3. DIMENSIONS

The Senior Accountant – Receiver of Public Monies Officer reports to the Team Leader and the Assistant Secretary – Digital Revenue Collections and Receipting

4. PRINCIPAL ACCOUNTABILITIES

- I. Ensure that all the E – Receipting Online Payments are receipted into the correct bank account and the Cash Book Ledger Code in IFMS.
- II. Assist Team Leader to upload the E – Receipting Portal Data into IFMS.
- III. Oversee all the subordinates (ROPM Accountants).
- IV. Ensure Accountants – ROPM perform their roles in line with the work activities outlined in the divisional work plan and also the Corporate Work Plan.
- V. Provide accountability and transparency relating to performance expectations.

5. MAJOR DUTIES

- Work closely with the Team Leader – ROPM to ensure that all online receipts are captured in the correct Cash Book Ledger Code in IFMS.
- Assist the Team Leader – ROPM to liaise with the commercial bank on the bank statements and other transaction documents that relate to the account.
- To manage and control all subordinates (ROPM Accountants) who will be responsible for the revenue receipts for each collecting agencies.
- To represent the branch and division at various committee meetings and other related meetings on the issues affecting the branch and Division.

- To prepare and present any relevant revenue reports, briefs and minutes on all related revenue issues to the divisional head, top management and the national departments.
- To create consultative dialogue and network with national departments & agencies on revenue issues & agendas.

To perform other duties as per directions from the Assistant Secretary & FAS.

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6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Team Leader, Assistant Secretary & First Assistant Secretary
- National & Statutory Revenue Collections on issues relating to revenue reports;
- Establish Teamwork with the Assistant Secretaries for the other branches (Revenue Reporting and Monitoring Branch & Statutory Authorities Revenue Collection & Reporting Branch);
- Supervise the Senior officers and other officers down the line
- Establish teamwork and relationship with other divisions in the department on any issues relating to the collections of revenue;
- Liaise with all divisions within Department of Finance on any issues relating to revenue reporting and monitoring.

(b) External

- Liaise with all national departments that collect departmental revenue and conduct quarterly review meetings with them.
- Assist these national departments on any issues relating to the online payments that will be receipted into the ROPM Account.
- The review of fees and charges for the national departments is also an ongoing issue that will need to be addressed with the national departments and Department of Treasury.

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 Activity Work Plan.

7.2 Recommendations:

- Provide recommendations to the Team Leader and Assistant Secretary (AS) for the branch on issues affecting the revenue receipts and other branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) and Team Leader possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide advice, insights and make decisions on the delegation/allocation of tasks;
- Decide on relevant recommendations on issues affecting the collections and receipting of all revenue collections that should be highlighted to the Assistant Secretary (AS) & FAS.

8. CHALLENGES

- Assist the Team Leader and Assistant Secretary in ensuring the daily tasks for the branch are fully executed and should always be in line with the Divisional Work plan and Divisional Budget;
- Changes in the legislations, Acts, and internal policies that will affect the flow of work relating to the reporting and monitoring of revenue collections;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of the divisional goals to ensure work activities are performed in order to achieve the divisional objectives. Ensure there is open communication with the FAS, AS's and the top management on any issues affecting the Revenue Collections and Receiving Branch.
- Ensure requested reports on revenue collections and receipts are provided monthly or any other time requested by management.
- Identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure to employ officers who have the required skills and knowledge to perform the assigned roles and responsibilities and are well versed with the Integrated Financial Management Systems (IFMS).



9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A Bachelor Degree in Accounting, Financial Management, Business Studies or Economics from a recognized university;
- Minimum of 3-5 years of relevant work experience in Accounting, Financial Management, Business Studies or Economics and also has similar management roles in a Public Service Agency;
- Must have work experience and exposure to Accounting, Financial Management and Business Studies and Economics.

Knowledge:

- In-depth knowledge of the Public Finances (Management) Act, 1995.
- High level knowledge of Microsoft Office programs including Word, Excel, and PowerPoint
- Extensive knowledge of good office management skills & practices
- In depth knowledge of (GAAP) Accounting Principles
- Comprehensive knowledge of Analytical Reporting and Writing.

Skills and Abilities:

- Must possess Management & leadership qualities
- Possess significant professional experience in all areas of accounting, Public Finance Management, etc.
- High level of communication and interpersonal skills.
- Well-developed analytical skills to support problem solving, report writing & correspondences.
- Must be a team player and has the initiative of thinking up new ideas

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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Accountant – Receiver of Public Monies, Gr. 14**. 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:.....

