

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

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

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.010
<b>OFFICE:</b> 5 <sup>th</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ACCOUNTANT – RECEIVER OF PUBLIC MONIES (ROPM) - GRADE 12	
<b>DIVISION:</b> NATIONAL & STATUTORY REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> ACCOUNTANT – RECEIVER OF PUBLIC MONIES	
<b>BRANCH:</b> DIGITIZATION OF REVENUE COLLECTIONS AND RECEIPTING	<b>REPORTING TO:</b> SENIOR ACCOUNTANT – RECEIVER OF PUBLIC MONIES (ROPM) <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFNSRC.007	
<b>SECTION:</b>	<b>LOCATION:</b> 5 <sup>th</sup> Floor, Twin Tower 1, Waigani	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	08.03.2025	Revise, rename, redesign

**2. PURPOSE**

The Accountant – Receiver of Public Monies (ROPM) will provide support and assist the Senior Accountant – ROPM to ensure that clients are paying through the E – Receipting Portal and also attend to customer queries. They will be monitoring all revenue collections that will be paid online and ensure that the correct fees are paid accordingly.

This Accountant – ROPM will be responsible for revenue collections for these national departments; **Lands Department, Commerce and Industry, Department of Attorney and Police, Department of Justice & Attorney General (DJAG), Department of Education and Department of Treasury.**

**3. DIMENSIONS**

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

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Ensure that daily revenue collections are captured correctly in the E – Receipting Portal and revenue receipts.
- II. Monitor all revenue receipts for the national departments and ensure these receipts have been receipted correctly into the ROPM Account with BSP.
- III. Confirm with BSP Pay on any revenue payments for receipts issued as they are not reflected in the E- Receipting Portal.
- IV. Attend to any queries relating to E – Receipting of revenue collections.
- V. Provide accountability and transparency relating to performance expectations.

**5. MAJOR DUTIES**

- Work closely with the Senior ROPM Accountants to ensure revenue receipts are paid through E – Receipting and captured in the ROPM Bank Account with BSP.
- Liaise with Senior ROPM Accountant to request for the bank statement from BSP and confirm all the revenue receipts for each national department.
- Update the revenue receipts template for each national department and provide to the ROPM Bank Reconciliation section.
- Confirm all revenue receipts from the E-Receipting Portal against the transactions in the IFMS Cash Book Ledger. Any issues identified can be flagged and appropriate action can be taken to resolve the issue.
- Liaise with the national departments and BSP on any issues relating to the E- Receipting payments on a daily basis and identify resolutions to solve these issues.
- 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.



## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the 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 Senior Accountant (ROPM), 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 Managers 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 Senior Accountant (ROPM), 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 Receipting 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:**

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 – ROPM (5x National Departments), Gr. 12**. 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:.....

