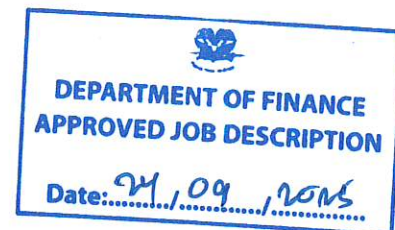




# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.011
<b>OFFICE:</b> 5 <sup>TH</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER – BANK RECONCILIATION OF RECEIVER OF PUBLIC MONIES (ROPM) - GRADE 16	
<b>DIVISION:</b> NATIONAL & STATUTORY REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> TEAM LEADER – BANK RECONCILIATION OF RECEIVER OF PUBLIC MONIES (ROPM)	
<b>BRANCH:</b> DIGITIZATION OF REVENUE COLLECTIONS AND RECEIPTING	<b>REPORTING TO:</b> ASSISTANT SECRETARY – DIGITAL REVENUE COLLECTIONS & RECEIPTING BRANCH  <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFNSRC.005	
<b>SECTION:</b>	<b>LOCATION:</b> 5 <sup>th</sup> Floor, Twin Tower 1, Waigani	

### HISTORY OF POSITION

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

### 2. PURPOSE

The Team Leader – Bank Reconciliation of the Receiver of Public Monies (ROPM) Bank Account will assist and work closely with the Assistant Secretary (AS) for Digital Revenue Collections and Receipting Branch on the Bank Reconciliation of this ROPM Bank Account.

The Team Leader will ensure departmental revenues are paid and receipted into the National Government Revenue Account with BSP. The Manager will also ensure that the revenue receipts should be correctly captured in the IFMS Cash Book Ledger Account.

The Team Leader will also run the Revenue Allocation process in the Integrated Financial Management System (IFMS). Once the data on these revenue receipts are uploaded into IFMS Cash Book Ledger.

The Team Leader will also provide the updated revenue collection reports to top management on a weekly basis and to national departments on a monthly basis or as when requested.

### 3. DIMENSIONS

The Team Leader – Receiver of Public Monies will be managing 1x Senior Accountant - ROPM and 3x Revenue Accountants – Bank Reconciliation Officers.

### 4. PRINCIPAL ACCOUNTABILITIES

- I. Ensure that all tasks performed by the subordinates are effectively performed.
- II. Monitor the performance of all the subordinates and ensure they are actively performing their duties outlined in the Job Description and to evaluate their performance too so they are performing to the best of their ability, knowledge and skills.

- III. The Team Leader – Bank Reconciliation will confirm all the revenue receipts through E – Receipting transaction report and this will be uploaded into IFMS against the Cash Book Ledger.
- IV. The Team Leader will also liaise with BSP to obtain the Bank Statement for the ROPM Account to reconcile against the IFMS Cash Book Ledger.
- V. Each subordinate will be responsible for confirming all the revenue receipts for the 5x national departments being uploaded into the IFMS Cash Book Ledger.
- VI. Ensure all revenues collected through E – Receipting are captured in the Bank Statement and uploaded into IFMS.
- VII. Ensure that all E – Receipting revenue payments are captured in the bank statement and will be reconciled against the Cash Book Ledger in IFMS.
- VIII. Monitor all E – Receipting revenue payments and advise the ROPM Accountants in the branch to perform their roles in line with the work activities outlined in the divisional work plan and the Corporate Work Plan.
- IX. Provide accountability and transparency relating to performance expectations.

## 5. MAJOR DUTIES

- The Team Leader – Bank Reconciliation ROPM will manage all the subordinates who will be performing the duty of reconciling all the revenue receipts paid through the E- Receipting Portal against the Bank Statement and the IFMS Cash Book Ledger so the ROPM Bank Account is reconciled on a monthly basis.
- Liaise with BSP to obtain the bank statement and reconcile the ROPM Bank Statement account against the revenue receipts uploaded into the IFMS Cash Book Ledger.
- Ensure that all revenue receipts in the E - Receipting Portal are uploaded into IFMS on a daily basis and records are also updated by the ROPM Accountants so the bank reconciliation is carried out on a monthly basis.
- Confirm with the Team Leader – ROPM and the Accountants - ROPM on the monthly revenue collections reports to reconcile against the ROPM Bank Account.
- Assist AS's in providing revenue reports to top management.
- 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 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) on 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 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 Digital Revenue Collections and Receipting Branch;
- 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 Power point
- 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 **Team Leader – Bank Reconciliation, Receiver of Public Monies (ROPM), Gr. 16**. 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:.....