



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/09/2023

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.013
OFFICE: 5 <sup>th</sup> FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: REVENUE ACCOUNTANT - BANK RECONCILIATION OFFICER, GRADE 12	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: REVENUE ACCOUNTANT - BANK RECONCILIATION OFFICER	
BRANCH: DIGITIZATION OF REVENUE COLLECTIONS AND RECEIPTING	REPORTING TO: SENIOR ACCOUNTANT – BANK RECONCILIATION OF ROPM  SYS. POS. NO: REF. NO: DFNSRC.012	
SECTION:	LOCATION: 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 Revenue Accountant – Bank Reconciliation Officer will be responsible to for all the E – Receiving Online Payments that are paid through the portal and uploaded into the Integrated Financial Management System (IFMS). This task will be performed on a daily basis and is also responsible for 5x national departments. These national departments are; Department of Labour & Industrial Relations, Department of Health, Magisterial Services and Department of Finance.

The Revenue Accountant – Bank Reconciliation Officer will ensure the bank statement is obtained from BSP, the report on the Receiver of Public Monies (ROPM) Cash Book Ledger in IFMS is also extracted to reconcile against the bank statement for online receipts paid under the departments allocated above. A final report on this will be provided to the Senior Accountant for checking and then provided to the Team Leader to do the actual Bank Reconciliation of the ROPM Account on a monthly basis.

#### 3. DIMENSIONS

The Revenue Accountant – Bank Reconciliation will be reporting to the Senior Accountant – Bank Reconciliation, Team Leader and AS.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Ensure that all receipts paid through E – Receiving Portal is captured in the ROPM Bank Statement and the same is also uploaded into the IFMS Cash Book Ledger.
- II. Extract the monthly report on revenue receipts from the IFMS Cash Book Ledger to reconcile against the monthly bank statement from BSP.
- III. Matching of all the revenue receipts in the Cash Book Ledger against the bank statement for the 5x national departments indicated above.

- IV. Provide the report to the Senior Accountant for checking and then to the Manager for reconciliation purposes.
- V. The Revenue Accountant – Bank Reconciliation will perform these duties on a daily basis and provide the updated report to the Senior Accountant for checking and to the Manager for the Bank Reconciliation on a monthly basis.

## 5. MAJOR DUTIES

- The Revenue Accountant – Bank Reconciliation will ensure that all the revenue receipts for the 5x National Departments that he/she is responsible for are correctly captured in the bank statement and will be reconciled against the transactions in the IFMS Cash Book Ledger.
- These source documents will be confirmed against the IFMS Cash Book Ledger to confirm all the revenue receipts for each national department.
- The Accountant will ensure that the revenue receipts in the bank statement reconcile with the revenue receipts in the IFMS Cash Book Ledger. A report on this process will be provided to the Senior Accountant for checking and to the Manager for the Bank Reconciliation Process.
- The Accountant will also ensure the Posting of all the Revenue Receipts are done on a daily basis and the Revenue Allocation Process is also done on a daily basis to update the revenue reports in IFMS.
- 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 Senior Accountant, Team Leader, 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 received 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 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 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 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 **Revenue Accountant – Bank Reconciliation, Receiver of Public Monies (ROPM), 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:.....

