



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.028
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ACCOUNTANT, GRADE 12	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: BANK RECONCILIATIONS	
BRANCH: REVENUE REPORTING & MONITORING	REPORTING TO: SENIOR ACCOUNTANT- BANK RECONCILIATION SYS. POS. NO: REF. NO:	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	08.03.2025	Revise, rename, redesign according to Re-org

2. PURPOSE

The Accountant – Bank Reconciliation is a critical role within the Department of Finance, responsible for ensuring the accurate and timely reconciliation of bank accounts related to non-tax revenue collections from statutory bodies. The position requires a high level of expertise in public finance management, accounting, and compliance with relevant legislation, including the Public Finances (Management) Act 2016 (Amended) and the Non-Tax Revenue Administration Act 2022. The role involves overseeing daily bank reconciliation tasks, preparing financial reports, and providing strategic advice to senior management on matters related to non-tax revenue collections.

3. DIMENSIONS

The Accountant Bank Reconciliation reports to the Team Leader – Statutory Bodies Revenue Collections and Reporting.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the accuracy and integrity of bank reconciliations and financial records.
- Deliver timely and accurate financial reports to executive management.
- Oversee the efficient collection and remittance of non-tax revenue from statutory bodies.
- Provide leadership and guidance to the bank reconciliation team.
- Maintain compliance with all relevant legislation and policies.
- Foster strong relationships with internal and external stakeholders.

5. MAJOR DUTIES

- Conduct daily and weekly bank reconciliations for non-tax revenue collections from statutory bodies.
- Reconcile funds remitted to statutory authorities for their expenditure and ensure accuracy in financial records.
- Prepare and present weekly financial reports to the First Assistant Secretary and executive management.
- Monitor and analyse bank statements to identify discrepancies and resolve issues promptly.

- Ensure compliance with the Public Finances (Management) Act 2016 (Amended) and the Non-Tax Revenue Administration Act 2022.
- Oversee the collection and recording of non-tax revenue from statutory bodies.
- Liaise with commercial banks to extract and verify account statements.
- Ensure timely remittance of non-tax revenue collections to the Department of Finance.
- Develop and implement strategies to improve the efficiency and accuracy of non-tax revenue collection processes.
- Supervise and mentor the Accountant – Bank Reconciliation, ensuring high performance and adherence to departmental standards.
- Foster a collaborative team environment and promote a culture of accountability and professionalism.
- Provide training and guidance to subordinates on bank reconciliation processes and public finance management.
- Represent the Department of Finance in matters related to non-tax revenue collections.
- Collaborate with internal departments, statutory bodies, and external entities to resolve issues and improve processes.
- Maintain strong relationships with commercial banks and other financial institutions.
- Ensure all financial transactions and reconciliations comply with government legislation, public service general orders, and departmental policies.
- Stay updated on changes in legislation and policies related to public finance management and non-tax revenue administration.
- Provide advice and recommendations to senior management on compliance matters.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the First Assistant Secretary – National & Statutory Revenue Collections;
- Establish Teamwork with the Assistant Secretaries for the other branches;
- 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 non – tax revenue;
- Liaise with all divisions within Department of Finance.

(b) External

- Liaise with all national departments that collect non – tax revenue and conduct quarterly review meetings with them.
- Assist these national departments on any issues relating to their collections and on the review of fees and charges

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 First Assistant Secretary (FAS) on issues affecting non- tax revenue collections and other branch matters;

- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendations on issues to be brought to the attention of the First Assistant Secretary (FAS).

8. CHALLENGES

- Assist the First Assistant Secretary in planning and development of the Divisional Work plan and Divisional Budget;
- Changes in the legislations, Acts, and internal policies that will affect the flow of work;
- 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 management and other Assistant Secretaries in the division in any issues affecting the Revenue Reporting and Monitoring Branch.
- Employing officers who do not have the required skills and knowledge in performing the assigned tasks and the turnaround time to complete these assigned tasks is also delayed.
- 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. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

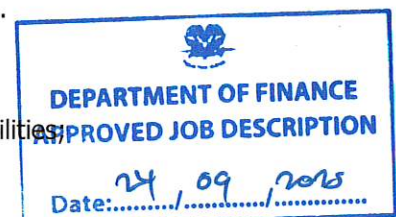
- Bachelor Degree in Accounting, Economics, Business Management, Business Studies or Economics from a recognized university;
- Minimum of 5-7 years' experience in Accounting, Financial Management, Taxation with similar management roles in a Public Service Agency;
- Experience working a public sector setting or government agency, specifically in the space of taxation and accounting;
- Possess significant experience in all areas of accounting, Public Finance Management, etc.
- Exposure in Taxation, Accounting, Financial Reporting and economic analysis.

Knowledge:

- In-depth knowledge of the Public Finances (Management) Act, 1995, PSMA, PSGO and related Laws governing the operations of the department;
- High level knowledge of Microsoft Office programs including Word, Excel, and Power point;
- Extensive knowledge of public administration and management practices;
- In depth knowledge of (GAAP) Accounting Principles;
- Comprehensive knowledge of Analytical Reporting and Writing.

Skills and Abilities:

- Ability to display maturity in handling and managing responsibilities;
- Must possess Management & leadership qualities;
- High level of communication and interpersonal skills;
- Ability to work under tight deadline and can handle stressful situation;
- Well-developed problem solving and report writing skills;
- 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 **Accountant– Bank Reconciliations, 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:.....

