



PAPUA NEW GUINEA PUBLIC SERVICE  
JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/09/2023

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.029
<b>OFFICE:</b> LEVEL 5, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR ACCOUNTANT, GRADE 14	
<b>DIVISION:</b> NATIONAL & STATUTORY REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> STATUTORY BODIES COLLECTIONS	
<b>BRANCH:</b> REVENUE REPORTING & MONITORING	<b>REPORTING TO:</b> MANAGER – STATUTORY BODIES COLLECTION & REPROTING <b>SYS. POS. NO:</b> <b>REF. NO:</b>	
<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 according to Re-org

**2. PURPOSE**

The Senior Accountant – Statutory Bodies Collections Officer is a critical role within the Department of Finance, responsible for overseeing and managing the collection of Non-Tax Revenue (NTR) from statutory bodies. The position ensures compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation. The role involves financial reporting, and liaison with statutory bodies, commercial banks, and internal stakeholders to ensure efficient and transparent revenue collection and management.

**3. DIMENSIONS**

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

**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure accurate and timely collection of Non-Tax Revenue from statutory bodies.
- Maintain up-to-date and accurate bank reconciliations for all statutory bodies' accounts.
- Provide high-quality financial reports and advice to executive management.
- Ensure compliance with all relevant legislation, policies, and procedures.
- Foster strong relationships with statutory bodies, commercial banks, and internal stakeholders.

**5. MAJOR DUTIES**

- Oversee the collection of Non-Tax Revenue (NTR) from statutory bodies on a daily and weekly basis.
- Ensure statutory bodies comply with revenue collection policies and procedures.
- Monitor and reconcile revenue collections to ensure accuracy and completeness.
- Prepare and issue Authorities to Transfer Funds for remittance to statutory bodies and the Consolidated Revenue Fund at the Bank of Papua New Guinea.
- Ensure all revenue collections are accurately recorded and deposited into the appropriate accounts.

- Liaise with commercial banks to establish accounts for the statutory bodies when required.
- Compile and submit weekly financial reports to the Department of Finance's executive management.
- Prepare detailed reports on revenue collection performance, including variances and trends.
- Ensure compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation.
- Maintain accurate and up-to-date records of all revenue transactions and reconciliations.
- Liaise with commercial banks to establish and manage statutory bodies' revenue accounts, operating accounts, and trust accounts.
- Collaborate with internal departments and external stakeholders to resolve issues related to revenue collection and management.
- Provide guidance and support to subordinate staff, including the Accountant – Statutory Bodies Collections Officer.
- Provide strategic advice to the Team Leader – Statutory Bodies Revenue Collections & Bank Reconciliation, on revenue collection processes and improvements.
- Develop and implement policies and procedures to enhance the efficiency and transparency of revenue collection.
- Conduct training sessions for statutory bodies and internal staff on revenue collection processes and compliance requirements.

## 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:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Accountant– Statutory Bodies Collections, 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:.....

