



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

|                                       |                                                                |                               |
|---------------------------------------|----------------------------------------------------------------|-------------------------------|
| <b>DEPARTMENT:</b><br>FINANCE         | <b>DESIGNATION/CLASSIFICATION</b><br>ACCOUNTANT 3              | <b>GRADE</b><br>12            |
| <b>OFFICE/AGENCY:</b><br>DOF          | <b>LOCAL DESIGNATION</b><br>ACCOUNTANT3 LLG - HIGHLANDS        | <b>POS.NO</b><br>DFPDFM.013   |
| <b>DIVISION:</b><br>PDFM              | <b>HIGHEST SUBORDINATE</b><br>NIL                              | <b>POS. NO.</b>               |
| <b>BRANCH:</b><br>HIGHLANDS<br>REGION | <b>IMMEDIATE SUPERVISOR</b><br>SENIOR ACCOUNTANT 4 – HIGHLANDS | <b>POS. NO.</b><br>DFPDFM.011 |
| <b>SECTION:</b>                       | <b>LOCATION</b><br>TWIN TOWER 1 -WAIGANI                       |                               |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS                             |
|-----------|-------------------|-------------------------------------|
|           | 23. 01. 2021      | Revise, rename, redesign            |
|           | 26.03.2024        | Rename, revised according to Re-org |

DIMENSION

The Accountant 3 LLG reports directly to the Senior Accountant 4 - HIGHLANDS and has no subordinate(s).

PRINCIPAL LIAISONS

**Internal:** Provincial Finance Manager and Provincial Finance staff, Regional Finance Office Staff,

**External:** Provincial administration staff, District Development Authority (DDA), Local Level Government (LLGs), Other National Agencies Based in the Provinces, Development Partners responsible for Public Finance Management in the province

PURPOSE AND ACCOUNTABILITIES OF THE POSITION

- To ensure that LLGs submit Bank Rec and Financial Statements on a timely basis.
- Prepare progress and monthly operational reports to the Regional Assistant Secretary and First Assistant Secretary – Provincial and District Reporting and Monitoring Division (PDRMD)
- Maintain database of all reports covering LLGs.
- National Public Service General Order.
- Provide awareness on new Finance Instructions issued by the Department (DOF) ON GOOD Governance, Accountability and Transparency
- Follow up with LLGs who fail to submit Bank Rec and Annual Financial Statements on time and liaise with LLG Accountants to address issues affecting non submission on time
- Undertaking regular monitoring visits to the Districts and LLGs

## **KEY AREAS OF RESPONSIBILITIES**

### **Key Results Area (1): Reporting and Monitoring of Mandatory Reports by the Provincial Finance & District Finance Office**

Performance standards: this will have been satisfactorily achieved when

- Mandatory Reports by the LLGs are submitted to Provincial and Monitoring Division (PRMD)
- Regular Update of Mandatory Reporting and Monitoring Database for LLGs
- Feedback to improve Reporting and monitoring by the LLGs

### **Key Result Area (2) Awareness and Distribution of FI, CI, Amendment of PMA provision**

Performance Standard: This will have been satisfactorily achieved when

- DFO and LLGs are informed on a timely and regular basis on new business process or Budgetary process to improve quality reporting
- Analyse and prepare reporting and monitoring reports
- Implement new business process on Reporting and Monitoring for LLGs
- Copies of report to the First Assistant Secretary through the Assistant Secretary in a form of Management Report is provided to the top Management for further advise / instruction

### **Key Result Area (3): Professional Conduct**

Performance Standard: this will have been satisfactorily when:

- Punctuality and attendance is in accordance with the Department's expectation, policy and (30s;
- Appropriate and collaborative team work is displayed at all times
- A high standard of personal conduct is consistently demonstrated in the workplace
- Present daily standards of dress, communication and work ethics with good work outcomes
- Consistent compliance with the Public Service Code of Conduct and the General Order
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.

## **QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **Qualifications & Work Experience:**

- Bachelor Degree in office administration, business, HR Management from a recognized university or institution
- Advanced Diploma in these field acceptable with work experiences similar settings
- Have more than five (5) years of relevant work experiences with administration or Public / Government office management.
- National Public Service General Orders (Fourth Edition)
- Some experiences in areas of accounting, budget and financial management is an advantage

### **Knowledge**

- In- depth knowledge of all relevant legislations, Acts and laws including (but not limited to) the Public Finances (Management) and Public Service (Management) Acts, the public Service General Orders, The Organic law on Provincial and Local Level Government
- Knowledge of PNG government legislation and public service system including sound understanding of the overarching aims and objectives of the PNG vision 2050 and medium Term Development Strategy
- Have the exposure and knowledge of the National Procurement Act
- Knowledge of Provincial Government Accounting Systems (PGAS) or the IFMS

### **Skills and Abilities**

- Well- developed conflict resolution skills, negotiation skills and management
- Well-developed communication (both written and verbal) report writing and Interpersonal skills
- Can be able to interpret and analyse accounting and financial information.
- Proven ability to manage multiple tasks, can work under pressure and meet deadlines, Proficient in using Microsoft Excel, Word Other programs

- Ability to provide effective feedback to management and advice to clients and service providers

**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 (insert employee name) \_\_\_\_\_ have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Accountant3 (LLG) HIGHLANDS (DFPDFM.013) 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:.....

