



Papua New Guinea



Form 0D2.7

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS: POSN.NO:	REF: NO: 60CSFA05
WING: Corporate Services	DESIGNATION/ CLASSIFICATION: Accountant - CTR Grade 14	
Division: Finance & Information Communication Technology	LOCAL DESIGNATION: Accountant - CTR	
Branch: Finance & Accounting	REPORTING TO: Senior Accountant - SAL & Budget	FSYS. POS. NO: REF. NO: 60CSFA02
Section: SAL & Budget	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no/Re-classify

2. PURPOSE

Reporting to the Senior Accountant – Salaries & Budget, the Accountant – CTR consolidation exists to maintain records of Collections remitted to Receivers Bank Account. Maintain records of Cash Transfer requests for Provinces and ensure that funds are disbursed to Provinces drawing account on time for payments. This position is the contact point between provinces and Headquarter to ensure payments are done correctly to achieve outcome.

3. DIMENSIONS

Ensure that Disbursement of funds to Provincial Works Bank Accounts are transferred and Split Journal Entries are raised and entered into Department's General Ledgers to reflect these payments. All Departments Clearance Accounts maintain zero balances at Year End. The position has two staff working under it and ensures all provincial receipts and payments are transferred into correct bank accounts and reporting is done correctly to reflect in the books for reporting purposes.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to maintain records of Collections remitted to Receivers Bank Account and Cash Transfer requests for Provinces.

5. MAJOR DUTIES

- 5.1 Monitor the Receipt and registration of Cash Transfer Requests from Expenditure Centres including Boroko Branch, prepare FF4 and raise Reimbursement cheques to effect the Cash Transfer.
- 5.2 Assist reconcile Receivers Bank Account on Monthly basis and take actions as necessary.
- 5.3 Prepare appropriate Journal Entries.
- 5.4 Print reports to various sections of the Department.
- 5.5 Process Kundupei for Connect PNG and raise cheques for Provinces under Rec/Dev, WSOO, RMRP-2 and SHHIP.

5.6 Assist in processing manual CFCs and filing.

5.7 Other duties as directed consistent with above.

6. NATURE AND SCOPE

This position will be directly responsible to Senior Accountant (SAL & Budget) in all matters concerning Collector of Public Monies and collections for Receivers bank account.

6.1 WORKING RELATIONSHIP

(a) Internal

Reports directly to Senior Accountant (SAL & Budget) and Assistant Secretary (Finance & Accounting).

(b) External

Provincial Expenditure Centres and Collector of Public Monies.

6.2 WORK ENVIRONMENT

The incumbent must be working closely with SAL & Budget team.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The rules, procedures and systems, decisions and recommendations or any actions required of this role must be done within the boundaries and framework of all enabling legislations and regulations including the Public Services and Public Finance Management Act, Public Service General Orders, Financial Instructions and Regulations and other legitimate Government directions and instructions. The incumbent must also ensure that mandated Government Systems are used where applicable.

8. CHALLENGES

Available funding to meet all, if not pressing Finance & Accounting requirements of department remains to be an issue but the actual challenge is for incumbent to establish contact and maintain dialogue with other offices of the department, supporting agencies and donor partners on how best to arrest it and deliver. Furthermore, the incumbent must be able to manage and administer the Financial System to the highest standard and within budget and agreed deadlines.

One of the major challenges is coordinating with Provinces and attending to their needs to ensure payments are done on time for them and actual cash are transferred to correct designated bank accounts.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

This position has a demanding role and requires maturity, good interpersonal and communication skills, dedication and commitment to assigned tasks.

(a) Qualifications

Bachelor Degree in Accounting and be a Member of CPA as required by DPM.

(b) Knowledge

Must have wide knowledge in the field of Government Accounting, Budgeting procedures and in particular Departmental Accounting system in use of Oracle Financials.

(c) Skills

Acquire sound understanding of the accounting system (FMS) and must be computer literate in all aspects of Departmental use of Computerized Reporting System.

(d) Work Experience

Associate work experience in Government computing system minimum of two to four (2-4) years experience in the Accounting field.