



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Works & Highways	SYS: POSN.NO:	REF: NO: 60CSFA19
WING: Corporate Services	DESIGNATION/ CLASSIFICATION: Data Entry Operator - Grade 12	
Division: Finance & Information Communication Technology	LOCAL DESIGNATION: Data Entry Operator	
Branch: Finance & Accounting	REPORTING TO: Certifying Officer - Trust Grade 13	FSYS. POS. NO: REF. NO: 60CSFA11
Section: SAL & Budget	LOCATION: Headquarter - Boroko	

HISTORY OF POSITION

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

2. PURPOSE

Reporting to the Certifying Officer – Trust, the Data Entry Operator processes for cheque payments and Journal Entry ensuring cheques are drawn under the correct nominated bank accounts

3. DIMENSIONS**4. PRINCIPLE ACCOUNTABILITIES**

Accountable for accurate data entry in the FMS system for proper charging of Accounts where appropriated.

5. MAJOR DUTIES

- 5.1 Enter data information from certified, authorized claims and produce Invoice Batch Reports for cross checking.
- 5.2 Enter Journal Entry data information to effect transactions as appropriated and produce unposted Journal/ s for cross checking.
- 5.3 Generate payments in the system after Invoice Batches have been validated to effect cheque printing.
- 5.4 Print end of End of Period reports such as SAL 2, General Ledger Listings per activities or programs, detailed Trail Balance for Budgets, Actual and Encumbrances.
- 5.5 Perform supervision duties to assist Data Entry Officer.
- 5.6 Other duties as directed with the above.

6. NATURE AND SCOPE

This position will be directly responsible to the Senior Accountant (Accounting Services) through the Certifying Officer.

6.1 WORKING RELATIONSHIP

(a) Internal

Report directly to Certifying Officer and Senior Accountant (Accounting Services).

(b) External

Nil.

6.2 WORK ENVIRONMENT

This position is located at Department of Works, Headquarters in Port Moresby and it's an administrative position and its responsible for the overall Data Entry Processing of cheque payments and Journal Entry.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/ Procedures

This job operates with framework of the Constitution and Organic Law and comply with the Public Service Management Act, Public Finance Management Act, Public Service General Orders, Financial Instructions and Regulations and other legitimate Government directions and the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Acts and Financial Instructions, the Departmental Operational Manuals Policies, Internal DOW Policies and Procedures, Government policies and instructions and the relevant agreements between Department of Works & Implementation and the Government of Papua New Guinea.

▪ Decision

Decisions taken shall be in line with the applicable law, standard practices of contract management, departmental policies and the relevant agreements in place.

- Any recommendations made should be in line with the applicable act, bidding documents, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specification.

8. CHALLENGES

Making sure all data entries with relate to invoices for payment and journals entries to reflect change. And be able to manage and administer the financial system.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Satisfactorily completion of Grade (10) and possession of recognized Typing Certificate or such other educational qualifications as may be acceptable by DPM.

(b) Knowledge

Sound knowledge of Government accounting procedures as well as electronic data processing.

(c) Skills

The incumbent must have the ability as a Keyboard Operator, computer literate in all aspects of departmental use of Oracle Financial Management System of Accounting.

(d) Work Experience

Associated work experience in Government Accounting, computer system and about two to four (2-4) years experience as Data Entry Operator .