

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Department of Works & Highways	SYS. POS. NO:	REF. NO: 60FOPPTSSS14
OFFICE: Headquarters (HQ)	DESIGNATION/CLASSIFICATION: Senior Accounts Officer - Grade 13	
DIVISION: Plant & Transport	LOCAL DESIGNATION: Senior Accounts Officer – Boroko	
BRANCH: Support Services	REPORTING TO: Trust Accountant	SYS. POS. NO: REF. NO:
SECTION: Finance Management	LOCATION: DOW, PTD Headquarters, 4mile, NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – A00	30 / 08 / 2021	Create / Abolish
	06/12/2021	Re-no , Re-design , Re-class

2. PURPOSE

Monitor, control and supervise the function of Boroko accounts and compile reports for its Revenue and Expenditure activities for the PTD Head Office funded under the PTB Trust Account.

3. DIMENSIONS

Financial : Manage and expands 50% of the PTD K10.0m annual budget allocated to Boroko
Staff : Supervises two (2) subordinates and reports to Trust Accountant
Equipment : Full work station with computer set.

4. PRINCIPAL ACCOUNTABILITIES

Ensuring that proper revenue, expenditure commitment control procedures and accounting principle standards in business, government and PTD are applied in a more effective and efficient manner.

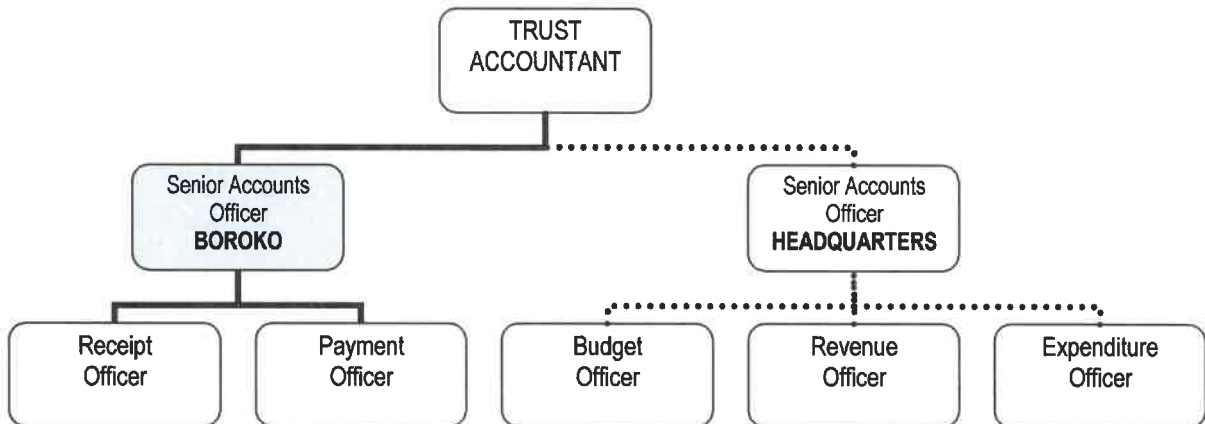
5. MAJOR DUTIES

- Oversee the day-to-day operations of Boroko accounts
- Supervise the function and activities of the Receipt Officer
- Supervise the function and activities of the Payment Officer
- Ensure all records of financial transactions are properly kept for management reference and audit
- Compile the PTD monthly management Form A report for Boroko accounts
- Compile specific Boroko account's purpose reports when required
- Coordinate and compile the annual budget for the PTD Management cost centers managed at Boroko
- Coordinate and expand Item 200 series budget maintained at Boroko for the PTD cost centers
- Regular update status of accounts managed at Boroko for the managements review
- Report any inconsistencies in Boroko revenue and expenditure activities to the Trust Accountant
- Perform other accounting duties or tasks as consisted with the above as directed.



6. NATURE AND SCOPE

6.1 Reporting Relationship



6.2 Working Relationship

Internal

- Reports to the Trust Accountant
- Liaise with DOW & PTD staff on Boroko accounts matters

External

- Liaise with DOW & PTD clients/suppliers on Boroko accounts matters

6.3 Work Environment

- The Boroko Senior Accounts Officer is a key administrative position under the Finance Management section of Support Services branch located at PTD Headquarters, DOW.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

This position works within specific guidelines and policies

RULES & PROCEDURES	<ul style="list-style-type: none"> ▪ Public Finance (Management) Act ▪ Public Service (Management) Act ▪ Public Service General Orders ▪ Public Service Code of Ethics ▪ Dept. of Works - PTD Plant Manual
EXPECTED BEHAVIOR	<ul style="list-style-type: none"> ▪ Information Confidentiality ▪ Customer Service & PR ▪ Co-operation & Transparency to Supervisor & Co-Worker ▪ Work Output Accuracy
DECISION – MAKING ABILITY	<ul style="list-style-type: none"> ▪ Funds commitment for expenditure & service extension to clients
RECOMMENDATIONS	<ul style="list-style-type: none"> ▪ Activity improvement and reviews

8. CHALLENGES

- Adherence to strict compliance of PFMA for the Boroko revenue and expenditure activity
- Regular maintenance Boroko accounts records & files for audit
- Produce monthly PTB Management Form 10A report and others required for the management

- Regular monitoring of revenue and expenditure activity of Boroko

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Relevant Tertiary qualification are desirable but not essential if the combination of skills, knowledge and experience clearly demonstrates the capacity to undertake the role of responsibility.

9.1 Qualifications

Must at least be at grade twelve (12) level or higher, with an accounting or business certificate, preferably a diploma, from a recognized learning Institute of study.

9.2 Knowledge

Should poses sound knowledge of general accounting functions in the private or government organization. Added knowledge of accounts management would be an advantage.

9.3 Skills

Must be computer literate, be able to work with spreadsheet and be adaptable to accounting software applications. Be able to communicate in both writing and oral.

9.4 Work Experience

At least having 5 – 10 years or more work experience in similar role within the Public or Private sector. Proven track record to perform with minimal supervision.