

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

<b>AGENCY:</b> Department of Works & Highways	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> 60FOPPTSSS15
<b>OFFICE:</b> Headquarters (HQ)	<b>DESIGNATION/CLASSIFICATION:</b> Revenue Officer - Grade 12	
<b>DIVISION:</b> Plant & Transport	<b>LOCAL DESIGNATION:</b> Revenue Officer – HQ	
<b>BRANCH:</b> Support Services	<b>REPORTING TO:</b> Senior Accounts Officer – HQ	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b> Finance Management	<b>LOCATION:</b> DOW, PTD Headquarters, 4mile, NCD	

**HISTORY OF POSITION**

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

**2. PURPOSE**

Monitor, coordinate, collect and report on the Revenue performance for each respective PTD Revenue activities (income/product lines) for all PTD cost centers (22 Provinces, Head Office, 2 Regional Office & NRC) under the PTB Trust Account.

**3. DIMENSIONS**

Financial :	Recover the PTD annual budget of K10.0m
Staff :	Reports to Trust Accountant in absence of his / her immediate supervisor
Equipment :	Full workstation and computer set.

**4. PRINCIPAL ACCOUNTABILITIES**

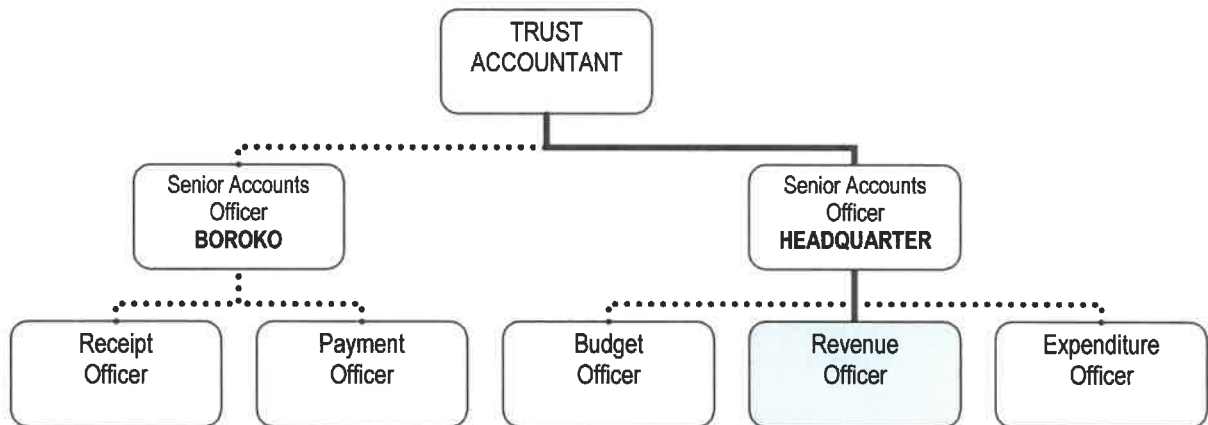
The position is responsible for the overall PTD revenue performance reporting and Debt Collection of all PTD outstanding charges in liaison with the respective PTD cost centres.

**5. MAJOR DUTIES**

- Receive & review the monthly Provincial PTD Form 10 A report on Part B Revenue performance
- Receive & review the monthly Provincial PTD Revenue Commitment Ledger reports
- Receive & review the monthly Provincial PTBTA Collectors Schedule Statement .
- Receive & review the monthly Provincial PTBTA Banking Deposits Schedule summary
- Receive & review the Provincial PTD Income History Ledgers on the performance of PTD Mobil Assets
- Receive & review the Provincial PTD outstanding invoice listings for Debt Collection action
- Institute Debt Collection options and coordinate outstanding income recovery action with the provinces
- Prepare appropriate reports for the various PTD revenue areas for management and file reference.
- Update the immediate supervisor on the provincial revenue performance and debt position.
- Coordinate, assist & maintain dialogue with all provinces and valid client on PTD Revenue issues.
- 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 HQ Senior Accounts Officer
- Coordinate and liaises with DOW and PTD staff at all cost centers on the status of their revenue performance and outstanding charges for settlement action.

#### External

- Coordinate and liaise with PTD valid clients at all levels in all Cost Centers on the status of their outstanding charges for settlement action.

### 6.3 Work Environment

- The Revenue Officer is a key position is under the Finance Management section of the PTD 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"> <li>▪ Public Finance (Management) Act</li> <li>▪ Public Service (Management) Act</li> <li>▪ Public Service General Orders</li> <li>▪ Public Service Code of Ethics</li> <li>▪ Dept. of Works - PTD Plant Manual</li> </ul>
EXPECTED BEHAVIOR	<ul style="list-style-type: none"> <li>▪ Information Confidentiality</li> <li>▪ Customer Service &amp; PR</li> <li>▪ Co-operation &amp; Transparency to Supervisor &amp; Co-Worker</li> <li>▪ Work Output Accuracy</li> </ul>
DECISION – MAKING ABILITY	<ul style="list-style-type: none"> <li>▪ Warning on withdrawal of PTD services &amp; legal action</li> </ul>
RECOMMENDATIONS	<ul style="list-style-type: none"> <li>▪ Debt collection actions &amp; Black listing of clients</li> </ul>

## 8. CHALLENGES

- Adherence to strict compliance of PFMA for revenue collection under Trust Accounts
- Regular maintenance of revenue records & files for reporting & follow up actions

- Constant formal communication in verbal or written to clients with arrears for debt settlement

## **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 from a recognized learning Institute of study.

### **9.2 Knowledge**

Should poses sound knowledge of general accounting and management functions in the private or government organization. Knowledge of debt collection would be an advantage.

### **9.3 Skills**

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

### **9.4 Work Experience**

At least having three (3) years or more work experience in similar role within the Public or Private sector. Must have a proven track record to perform with minimal supervision.