



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF WORKS & HIGHWAY	SYS. POSN. NO:	REF. NO: 60FOPPTSSS16
OFFICE: OFFICE OF THE TRUST ACCOUNTANT	DESIGNATION/CLASSIFICATION: CTR OFFICER - GRADE 12	
DIVISION: PLANT & TRANSPORT	LOCAL DESIGNATION: CTR OFFICER	
BRANCH: OFFICE OF THE TRUST ACCOUNTANT	REPORTING TO: SENIOR ACCOUNTS OFFICER	SYS. POS. NO: REF. NO:
SECTION: CORPORATE SERVICES	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 - 60 - AOO	30/08/2021	Re-no , Re-design , Re-class

2. PURPOSE

To assist the Senior Accounts Officer check and verify each cash transfer request received from Head office and provinces against the budgeted items and figures.

3. DIMENSIONS

Staff: Nil
Finance: Not Applicable
Equipment: Nil

4. PRINCIPLE ACCOUNTABILITIES

Receive, check, verify and reconcile all cash transfer requests from headquarters provinces for approval.

5. MAJOR DUTIES

- Receive and compile Cash Transfer Request (CTR) for the headquarters and provinces.
- Verify and reconcile CTRs and act upon outstanding issues quickly on behalf of the provinces /section
- Follow up approval status on behalf the provinces / business units.
- Ensure copy of Approved CTRs are transmitted to the respective provinces.
- Respond to query from each province / business regarding CTRs from time to time
- Any other task as directed consistent with this job.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

WORKING RELATIONSHIP

Internal

- Reports to the Senior Accounts Officer
- Liaise with other head office, provincial, district and other DOW staff

External

- Nil



6.2 WORK ENVIRONMENT

This position is located in Port Moresby at the DoW PTD Headquarters, 4-mile. The job is clerical and indoor in nature.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**
The CTR Officer is governed by Public Service operational Laws, rules, instructions, provisions and standards.
- **Decision**
The CTR Officer determines and makes duties within the scope of his work
- **Recommendations**
The CTR Officer must submit recommendations to higher authorities for consideration and approval based on the scope of the job.

8. CHALLENGES

- The CTR Officer is bound to operate within the principles outlined or specified in the job descriptions.
- Promote better working relationship within the division.
- Initiate and develop changes for the betterment of the division.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

- Certificate in Accounting.

Knowledge

- Extensive experience in Accounting and Management.

Skills

- Must be computer literate to work with spread sheets and use basic accounting software's.

Work Experience

- At least 3 years of experience in cost centres commitment reports, expenditure statement and cash flow.