



PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> <i>Works &amp; Highways</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> <i>WFOPJIW11</i>	
<b>WING:</b> <i>Field Operations</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Certifying Officer - Grade 12</i>		
<b>DIVISION:</b> <i>Regional Works Office - Highlands</i>	<b>LOCAL DESIGNATION:</b> <i>Certifying Officer</i>		
<b>BRANCH:</b> <i>Provincial Works Office - Minz</i>	<b>REPORTING TO:</b> <i>Accountant Grade 14</i>	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> <i>WFOPJIW06</i>
<b>SECTION:</b> <i>Accounts</i>	<b>LOCATION:</b> <i>Jiwaka</i>		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<i>111-60-A00</i>	<i>10/12/2021</i>	<i>Renumber</i>

**2. PURPOSE**

Reviewing and certifying correctness of vouchers made by the Department for and on behalf of the Government of PNG are legal, proper and correct before payment.

**3. DIMENSIONS**

Providing right level of Finance and Accounting services for the Department in compliance with the relevant standards, procedures and Acts;

**4. PRINCIPLE ACCOUNTABILITIES**

Accountable for correctness of vouchers in accordance with the relevant acts, instructions and regulations.

**5. MAJOR DUTIES**

- 5.1 Check and ensure vouchers presented/submitted for payments are complete and accurate;
- 5.2 Record and advise the Accountant on payments made that are contrary to the existing Acts, manuals, Financial Instructions including misapplication of funds appropriated under the annual budgets;
- 5.3 Ensure voucher payments are in accordance with the respective Financial Delegate/Authorized Officers; and
- 5.4 Maintain proper records of cash payments;

**6. NATURE AND SCOPE**

The position is within provincial establishment of the department and it focuses on certifying claims and vouchers before payments are made and reports directly to Accountant.

**6.1 WORKING RELATIONSHIP**

- (a) Internal

Accountant

(b) **External**

Service providers for goods, works and services.

**6.2 WORK ENVIRONMENT**

The position is in the accounts section of the provincial establishment that focuses on confirming correctness of vouchers as submitted for payments for services rendered.

**7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

▪ **Rules/procedures**

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance & Management Act, Financial Instructions, the Departmental Policies, Internal DOW Policies and Procedures and the relevant agreements between Department of Works & Highways and other state agencies of Papua New Guinea.

▪ **Decision**

Decisions taken shall be in line with the appropriate delegation of authority, and applicable laws, standard practices of contract management, departmental policies and the relevant agreements with external agencies.

▪ **Recommendations**

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 specifications.

**8. CHALLENGES**

- Technological changes for the provision of providing high level of accounting services.

**9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

(a) **Qualifications**

Diploma in Accounting/Business or other qualifications acceptable to the Department of Personnel Management.

(b) **Knowledge**

- Proven knowledge and understanding of the Government of PNG Accounting System (PGAS/Oracle) and the Integrated Finance Management System (IFMS);
- Familiar with the Public Finances Management Act, National Procurement Act, Financial Management Manual, Public Service General Orders and other relevant legislations.

(c) **Skills**

- Investigative skills and ability to exercise due diligence in certifying vouchers; and
- Computer literate, familiar with related computer programs and software.

(d) **Work Experience**

Must have minimum of five (5) years of experience in a similar field.