



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: <i>Works & Highways</i>	SYS. POSN. NO:	REF. NO: <i>WFOPSHPO9</i>	
WING: <i>Field Operations</i>	DESIGNATION/CLASSIFICATION: <i>Accountant - Grade 14</i>		
DIVISION: <i>Regional Works Office - Highlands</i>	LOCAL DESIGNATION: <i>Accountant</i>		
BRANCH: <i>Provincial Works Office - Mendi</i>	REPORTING TO: <i>Provincial Works Manager</i>	SYS. POS. NO:	REF. NO: <i>WFOPSHPO1</i>
SECTION: <i>Administration</i>	LOCATION: <i>Southern Highlands</i>		

HISTORY OF POSITION

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

2. PURPOSE

- Manage day to day operations of the Finance and Accounts Section of the Department; and
- Manage and control all finance and accounting services relating to project delivery in the province

3. DIMENSIONS

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

Takes charge of five (5) Subordinate staff;

4. PRINCIPLE ACCOUNTABILITIES

- Maintenance of National Roads;
- Providing appropriate technical advice to relevant stakeholders;
- Construction of Missing Links in accordance with the planned programs;
- Delivery of rural based transport and other infrastructure

5. MAJOR DUTIES

- 5.1 Manage day to day operations of the finance and accounting section of the Department in the province;
- 5.2 Prepare financial statements and reports as required from time to time by the Provincial Works Manager and other section heads within the provincial establishment;
- 5.3 Attend Section Heads meetings on behalf of the section;
- 5.4 Prudent management of the budget and expenditures;

- 5.5 Assist the Provincial Works Manager with the preparation of the provincial annual budget estimates;
- 5.6 Control and monitor expenditure levels to ensure all accounts payable and receivables are recorded and processed in accordance with the appropriate Cash Fund Certificates as per the expenditure item of the Budget;
- 5.7 Reconcile financial discrepancies by collecting and analyzing accounts information and reporting same to the Provincial Works Manager;
- 5.8 Secure financial information by having data base backups and maintain internal controls for financial security as well as financial information confidentially.
- 5.9 Responsible for the proper training of the subordinate staff; and
- 5.10 Carry out other duties as directed consistent with the above.

6. NATURE AND SCOPE

The position is an operational administrative position within provincial establishment of the department and it focuses on managing and accounting for all operational and project funding and expenditure; training of the accounting staff and reports directly to the Provincial Works Manager.

6.1 WORKING RELATIONSHIP

(a) Internal

Provincial Works Manager and the Assistant Secretary (Finance and Budget)

(b) External

Provincial Governments and Certified Practicing Accountants PNG.

6.2 WORK ENVIRONMENT

The position is a administrative position which focuses on accounting for all operational and project funding and expenditure; training of the accounting staff.

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

- Lengthy Payment Process as required by the IFMS; and
- Prudent Financial management in controlling operational and project funds expenditure to be within budget.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS**(a) Qualifications**

Degree in Accounting or Commerce, or Advanced Diploma from a recognized institution and must be a registered member of the PNG Certified Practicing Accountants (CPA).

(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

- Accounting, Public Finance Management;
- Able to demonstrate leadership and managerial skills;
- Computer literate, familiar with related computer programs and software; and
- Proven written and oral communication skill;

(d) Work Experience

Must have minimum of seven (7) years of field experience in the public service with hands on experience in the government IFMS, and GoPNG Accounting systems and at least two years in a supervisory role as an Accountant or financial administrator/supervisor in an organization.