



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000036	REF. NO: CCSU.06
WING: Co-operative Societies Unit	DESIGNATION/CLASSIFICATION: Accountant	GRADE: 14
DIVISION: Co-operative Societies Unit	LOCAL DESIGNATION: Accountant	
BRANCH: Business Support	REPORTING TO: Assistant Registrar – Business Support	SYS. POSN. NO: 0230000010
SECTION: Business Support	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CCSU.03

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 – 2000	Restructure
159	11 – 07 – 2007	Restructure
182 – OD 2.3 / 30062014	30 – 07 – 2015	Restructure
189	06 – 12 - 2018	Restructure

2. PURPOSE

The Accountant is the chief finance officer in-charge of the overall monitoring and management of operations of all individual Co-operative Societies Finance and Assets and that of the Office of the Co-operative Societies headquarters.

3. DIMENSIONS

The Accountant reports directly to Assistant Registrar – Business Support for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assists Assistant Registrar – Business Support in the effective and efficient management of Finances,
- 4.2 Advises on the management of operations of individual cooperative societies in PNG,
- 4.3 Assists the Assistant Registrar – Business Support with the financial and administrative development with respect to the activities of the Cooperative Societies,
- 4.4 Acts in the position of Assistant Registrar – Business Support in his absence.

5. MAJOR DUTIES

- 5.1 Monitors the Finance and Administration of the activities of the Co-operative Societies,
- 5.2 Provides advice on effective and strategic management and financial plans and work programs for the individual cooperative societies,
- 5.3 Prepares annual budgets and annual report of the Unit and analyse annual reports for the individual cooperative societies,
- 5.4 Advises the Registrar on matters relating to finance, administration and human resource development of the Office of the Co-operative Societies Unit,



- 5.5 Perform other duties as directed by the Registrar – CSU and Assistant Registrar – Business Support.

6. NATURE AND SCOPE

The Accountant is a senior position and:

1. Provides financial advice to the Assistant Registrar – Business Support and Registrar – Co-operative Societies Unit,
2. Act on all directives on behalf of the Registrar and Assistant Registrars,
3. Liaise with other government departments, CSAs and private organizations and provide financial advice to the Registrar – Corporative Societies Unit and the senior management.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Assistant Registrar – Business Support on all financial matters of the Co-operative Societies.

6.1.2 Internal

- Registrar – Co-operative Societies Unit on all financial matters,
- Assistant Registrars – Operation and Business Support for financial matters,
- Staff of Corporative Societies Unit for work matters,
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on financial matters.

6.1.3 External

- Liaises with other Government Departments, agencies and other relevant organisations on matters relating to finance, administration and human resource development,
- Liaises with members of the public on matters relating to finance, administration and human resource development.
- Liaises with statutory organisations under purview of the Ministry.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for provision of financial advice and reports directly to Assistant Registrar – Business Support. The incumbent would be a seasoned professional with extensive knowledge and experience in accounting.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Accountant is guided by:

- The Mandate and Core business of the Department,
- Co-operative Societies Act,
- Various Legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, Audit Act, Financial Instructions, and other Industry regulations,
- The PNG Constitution,



- Organic Law on Provincial and Local Level Government.
- Gazettal by Head of State on Ministerial Powers and Functional Responsibilities.
- Vision 2050 and related Development and Implementation Plans

7.2 Decisions

- Set goals, targets and priorities of the Co-operative Societies Unit,
- Set and priorities work plans and activities,
- Review of work procedures and processes,
- Conflict management and resolution,

7.3 Recommendations

- Relevant finance and human resource management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with service providers and other clients,
- Improve budget coordination and implementation,
- Improve asset management,

8. CHALLENGES

- Budget and support services,
- Compliance to Public Service (Management) Act and Public Finance Management Act,
- Maintain best business practice and human resource,
- Change management,
- Alignment of audit strategies to Department's Corporate Plan,
- NEC Directives and Decisions on Audit matters,
- Stakeholder collaboration and Team work

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably a Master's Degree in Accounting or Commerce or equivalent discipline from a recognized University. A Certified Practicing Accountant will be a bonus.

9.2 Knowledge

- Familiar with Accounting process,
- Familiar with Human Resource Management
- Thorough knowledge of the Government Policy framework,
- Knowledge of Integrated Financial Management System, Public Finance Management Act and Public Service Management Act.
- Knowledge of Public Policy and other National Development Plans including MTDP II & III
- Knowledge of legislations and regulations pertaining to the Department mandate



9.3 Skills

- Demonstrated leadership ability in managing the Office of the Co-operative Societies Unit
- Demonstrated ability to build relationships with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Demonstrates public service professionalism and probity,
- Maintains good image of the Department

9.4 Work Experience

- A minimum of five (5) years work experience in senior management level in government agencies or private sector with background in Accounting, Commerce or Auditing.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____