

# BANK OF PAPUA NEW GUINEA

## POSITION DESCRIPTION

### GENERAL LEDGER (GL) ACCOUNTANT – ACCOUNTING & PAYMENT UNIT, FINANCIAL ADMINISTRATION DEPARTMENT

*This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.*

#### 1. Department Purpose Statement

The Financial Administration Department (“FAD”) has primary responsibility for the following BPNG functional responsibilities:

- internal financial support services
- preparation of financial reports and dissemination
- facilitate payments of internal and external customers
- facilitate international transactions for Government and Bank operations
- settlement of domestic money market operations

AND contributes as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic objectives.

#### 2. Role of Accountant

The primary role of Accountant is to effectively and efficiently manage and lead staff to contribute to the above functional responsibilities by taking responsibility for the following accountabilities:

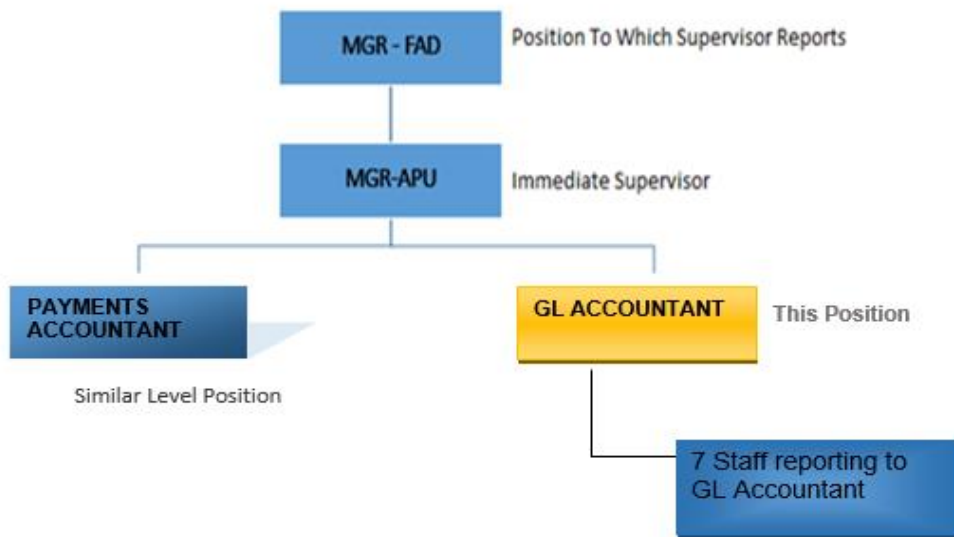
- implement the accounting and payment process of the Accounting & Payment Unit (“APU”) as stipulated in the FAD Procedure Manual.
- contribute to the Unit's work plan.
- contribute to the development of the Unit's work capability.
- assist Unit Manager in performing the managerial duties.

#### 3. Skills

The Accountant will have:

- appropriate personal and professional experience and characteristics to demonstrate the requisite competencies and values
- appropriate technical, tertiary and professional qualifications and experience in Accounting, Computing skills and knowledge to deliver on their Key Responsibility Areas (KRA) and personal attributes to work collaboratively as part of the Unit Senior Team

## 4. Reporting Relationships



*Note: Refer to full Organisational Structure for more details*

## 5. Working Relationships

The Accountant will:

- be directly accountable to Manager, Accounting and Payment Unit
- be responsible for subordinates
- liaise and work closely with the Management Reporting and Settlements Units of FAD, as well as the Human Resource and Internal Audit Department and other relevant Departments within the Bank
- develop and maintain working relationships with superiors, colleagues and subordinates, as well as service providers and other external stakeholders.

## 6. Authorities and Delegations

And

6.1 Staffing: (Authority to recruit, review performance)

- assist Unit Manager in recommending the filling of APU staff vacancies for Department Manager's approval.
- Assist Unit Manager to conduct periodic reviews of functions and processes.

6.2 Policy/Procedure: (Authority to vary policy, recommend change)

Recommend APU procedure and policy amendments in line with best practice, business and statutory requirements.

## **7. ACCOUNTABILITIES**

### **7.1 Facilitate the Department's Supplier and Staff Payments:**

#### *Key Activities*

- ◆ develop and maintain appropriate and secure processes for supplier and staff payments.
- ◆ establish and apply quality assurance systems to payment processes and procedures and ensure each payment is correctly authorised and processed.
- ◆ ensure all large payments are individually reviewed and authorised.
- ◆ use appropriate systems and tools to enhance quality and efficiency of service delivery.
- ◆ ensure to keep the Department Manager (FAD) and Unit Manager (APU) informed at all times including leading and supervising the APU personnel.
- ◆ Oversee and ensure all GL postings are done on time for timely reporting of financial information
- ◆ Monitor and check Banking Services System queues on a daily basis
- ◆ Ensure Commercial Bank ESA and CRR transactions are processed in a timely manner.
- ◆ Ensure oversight function is performed to scrutinise appropriate transactions are done correctly.
- ◆ Ensure correct calculations are done for both SHS interest Subsidy and SASF accounts for Governor and Deputy Governor's.
- ◆ Timely reporting of accruals for management reporting unit at month end (2-3 days after end of month).
- ◆ Ensure timely reconciliation of all major suspense accounts under the GL accountants' custody as per FAD reconciliation master check list.
- ◆ Effectively liaise with HRD and other relevant departments to resolve all payroll related issues or daily payment queries, including compliance issues with both internal and external authorities.
- ◆ Attending to staff queries relating to payments and resolving issues or concerns raised.
- ◆ Ensuring that internal processes and procedures are complied with in executing payments.
- ◆ Demonstrate efficient coordination with team members and working closely with unit Manager. Raise issues of concerns to management with confidence for deliberation.
- ◆ ensure the completeness and accuracy of the daily capturing of financial data via the Journal Inputting and Posting Processes of the APU.
- ◆ ensure proper maintenance and Reporting of Key Payroll Accounts to the Manager APU.
- ◆ effectively liaise with the Human Resources Department and other relevant Departments to resolve all payroll related issues, including compliance issues with both internal and external authorities.
- ◆ liaise effectively with Lae CPF Administration Support Staff to ensure all payment requirements are addressed in a timely manner.

### **7.2 Contribute to the Department's Long Term and Short Term Plans**

#### *Key Activities*

- ◆ assist the Unit Manager in contributing ideas towards the formulation and implementation of the Department's plans and projects
- ◆ ensure compliance with all legal, statutory and organisational policy requirements

### **7.3 Ensure the development of the unit's capability**

#### *Key Activities*

Measure, monitor and evaluate self-performance and staff working under him/her to improve operational performance within the Unit in order to contribute to the overall Department's goals and objectives.

### **7.4 Manage the unit's plan & its Budget**

#### *Key Activities*

- ◆ Delivers Key Results in accordance with an annual performance agreement and the Unit's work plans
- ◆ Assist Unit Manager in preparation, and monitoring of Unit's budget

## 7.5 Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

### Key Activities

- ◆ Demonstrate behaviours consistent with the Bank's values.
- ◆ Encourage staff in the unit to demonstrate behaviours consistent with the Bank's values.

## 8. REQUISITE COMPETENCIES OF THE ROLE

### Core Competencies

<b>Planning</b>	<input checked="" type="checkbox"/> Plans and schedules staff work <input checked="" type="checkbox"/> Develops <i>individual</i> task plans in support of work group <input checked="" type="checkbox"/> Develops plan to up-date and maintain specialist competencies
<b>Organising</b>	<input checked="" type="checkbox"/> Aligns individual contribution with the work group's commitments through his/her: <ul style="list-style-type: none"> <li>- task priorities</li> <li>- personal behaviours</li> <li>- support of team members</li> <li>- the application of basic project management practices</li> </ul>
<b>Decision-making</b>	<input checked="" type="checkbox"/> Acts within delegations <input checked="" type="checkbox"/> Seeks consensus yet leads where necessary <input checked="" type="checkbox"/> Interprets policy for staff in work group <input checked="" type="checkbox"/> Takes responsibility for individual and subordinates decisions <input checked="" type="checkbox"/> Timely processing of requests and tasks to the benefit of the department/unit <input checked="" type="checkbox"/> Works co-operatively <input checked="" type="checkbox"/> Complies with the organisation's policies and procedures
<b>Leadership</b>	<input checked="" type="checkbox"/> Creates a team environment that fosters growth, development & innovation <input checked="" type="checkbox"/> Facilitates co-operation and good relationship with the team <input checked="" type="checkbox"/> Sets an example to the work group <input checked="" type="checkbox"/> Takes accountability for the impact and behaviour of individual and subordinates <input checked="" type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position <input checked="" type="checkbox"/> Contributes to team effectiveness
<b>Performance Management</b>	<input checked="" type="checkbox"/> Facilitates team effectiveness within the work group <input checked="" type="checkbox"/> Provides clear expectations and structure for teamwork and individual work <input checked="" type="checkbox"/> Seeks clarity of expectation and structure for making an effective individual contribution

<b>Relationship management</b>	<p>[ ✓ ] Establishes and maintains effective relationships with the work group's internal and external customers and suppliers</p> <p>[ ✓ ] Establishes and maintains effective working relationships with peers, customers and other people of common interest in different work groups</p> <p>[ ✓ ] Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers</p> <p>[ ✓ ] Is sensitive to and responsive to the needs of the position's internal customers, suppliers and internal colleagues (impacting on or impacted by the position's effective functioning).</p>
<b>Customer focus</b>	<p>[ ✓ ] Seeks regular feedback from key customers of the work group about their perceptions</p> <p>[ ✓ ] Establishes and maintains a customer focussed orientation in the performance of day-to-day work</p>
<b>Technical Proficiency</b>	<p>[ ✓ ] Broad understanding of specialist and task skills to enable effective day-to-day management of the team</p>