



BANK OF PAPUA NEW GUINEA

“Equal Opportunity Employer”

The Bank of Papua New Guinea is a Contemporary Central Bank and Regulator employing best practice in the development and implementation of Monetary Policy, conduct of Financial Sector Supervision and in ensuring an efficient, safe and well-functioning Payments System.

The Bank of Papua New Guinea invites expression of interest from suitably qualified and experienced individuals to fill the following positions in the **Financial Administration Department**: -

ACCOUNTANT, EXTERNAL FUND MANAGERS – SETTLEMENT UNIT

The incumbent will report directly to the Manager, Settlement Unit and will be responsible to;

Effectively and efficiently *manage* and lead Settlement Unit staff to contribute to the above functional responsibilities by being accountable for the following accountabilities:

- Implement meaningfully in reading and implementing External Fund Managers (EFM) daily transactions captured on the Custodian's Direct Net.
- Produce Monthly Income Report for the Fund Managers
- Daily coordination with the Middle Office Unit, International Markets Department to ensure External Fund Managers transactions are recorded on timely bases and reported appropriately to the Management.
- Analyse and pass appropriate accounting entries to each of the fund managers' accounts to rectify the correct position of the fund managers' daily balances.
- Analyse and review all the Revenue Accounts for External Fund Managers in the Bank's Balance Sheet and report appropriately to the Management
- Assist in executing settlement payments using the Banks payment systems, CRMS, KATS, BSS and SWIFTS
- Contribute to the Unit's work plan.
- Ensure the development of the Unit's work capability.
- Assist Unit Manager in performing the managerial duties.

Education/Qualification/Experience/Skills/Competencies:

- Bachelor Degree in Accounting or similar business related field.
- Have appropriate technical knowledge and professional skills with experience in Accounting.
- Effective and excellent skills in: verbal and written communication.
- Possess good personal attributes to work collaboratively in a team.
- Familiarity with these banking payment systems: CRMS, KATS, BSS and SWIFTS.
- Must be a member to CPA-PNG.

ACCOUNTANT, GENERAL LEDGER – ACCOUNTING & PAYMENTS UNIT

The incumbent will report directly to the Manager, Accounting & Payments Unit and will be responsible to;

Effectively and efficiently manage and lead staff to contribute to the department's responsibility through 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.
- Ensuring staff benefits are reviewed and paid in-line with related HRD Policy
- Assist Unit Manager to provide oversight on Suspense Account Reconciliations.

Education/Qualification/Experience/Skills/Competencies:

- Bachelor Degree in Accounting or similar business related field.
- Have appropriate technical knowledge and professional skills with experience in Accounting.
- Effective and excellent skills in: verbal and written communication.
- Possess good personal attributes to work collaboratively in a team.
- Must be a member to CPA-PNG.

Interested applicants can download the relevant and detailed position descriptions from our website www.bankpng.gov.pg or email jobs@bankpng.gov.pg

Written applications must be addressed to:

The Manager
Human Resource Department
Bank of Papua New Guinea
P.O Box 121, Port Moresby
National Capital District

We encourage submission of electronic applications **via email address:** jobs@bankpng.gov.pg

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED FOR INTERVIEWS

Applications close on Thursday 07th November, 2024.

**Authorised by: Ms. Elizabeth Genia, AAICD
GOVERNOR**