

# BANK OF PAPUA NEW GUINEA

## POSITION DESCRIPTION

### ACCOUNTANT, EXTERNALLY MANAGED FUND – SETTLEMENT 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 has primary responsibility for the following BPNG functional responsibilities;

- Provide internal financial support services, as specified
- Provide financial information
- Provide payment for internal and external customers
- Provide settlement for Foreign exchange and Domestic money transactions.

#### 2. Role of Accountant

The primary role of Accountant is 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.

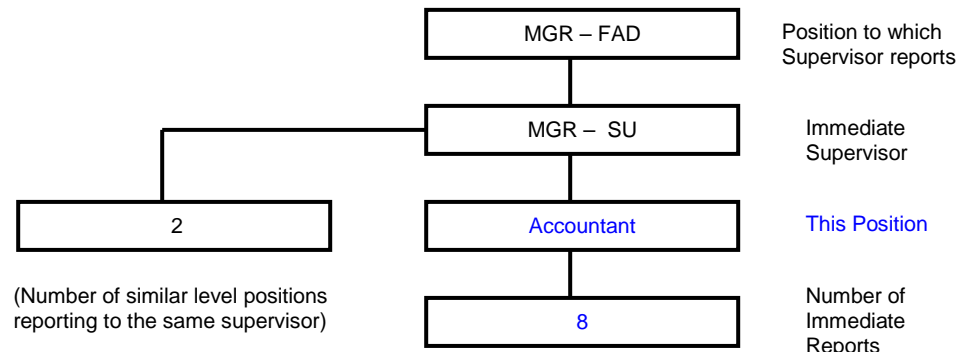
#### 3. Technical Skills/Knowledge/Competencies

The Accountant will have:

- Appropriate personal and professional experience and characteristics to demonstrate the requisite competencies and values
- Appropriate technical and professional qualifications and experience in Accounting, computing skills and knowledge to deliver on their Accountabilities.
- Personal attributes to work collaboratively as part of the Unit Senior team

- Appropriately tertiary qualifications and experience to fulfil the requirements of the position

#### 4. Reporting Relationships



Refer also to the full Organisation Chart

#### 4. Working Relationships

The Accountant will have the following internal and external relationship:

- Be directly accountable to Manager, Settlement Unit
- Be responsible for all External Fund Managers daily transactions
- Collaborate with International Markets Departments and the Custodians of our External Fund Managers
- Establish and maintain good working relationships with both external and internal customers,
- Be responsible for staff working under him/her

#### 5. Authorities and Delegations

7.1 **Staffing:** (Authority to recruit, review performance ...)

- Assist Unit Manager in recommend filling of Settlement Unit staff vacancies for Dept Managers approval.
- Provide and assist Unit Manager with advice in recommend reviews of establishment for new positions in the unit.

7.2 **Policy/Procedure:** (Authority to vary policy, recommend change ...)

- Vary Settlement Unit policy and procedures in line with statutory requirements
- Recommend Settlement Unit procedure and policy amendment in line with best practice and business requirements.
- Recommend EFM procedure and process amendments in line with best practice and business requirements

#### 6. ACCOUNTABILITIES

##### 6.1 Facilitate the Department's Settlement and Accounting processes:

###### Key Activities

- Develop and maintain appropriate processes of accounting transactions.
- Establish and apply quality knowledge on the uses CRMS – Intellect Capital Cube, KATS, BSS and SWIFT in approving Foreign exchange investment settlement payment.

- Establish and apply quality knowledge on the uses of Comprehensive Reserve Management System (CRMS) Intellect Capital Cube, SWIFT and other related Accounting and Financials Systems.
- Establish and apply quality knowledge on the uses SWIFT system for settlement of all the trades done on behalf of the Bank.
- Apply quality assurance on the accounting entries that are done and ensure the transactions are correctly prepared, verified and authorised.
- Ensure large transactions are individually reviewed, checked and authorised.
- Daily monitor and Reconcile CRMS Portfolio Report and analysis and clear any unreconciled items.
- Ensure and apply review on External Fund Managers (EFM) performance report and produce monthly reports management.
- Monitor and apply monthly Reconciliation of External Fund Managers book against the Custodians Book.
- Monitor and Maintain EFM annual accounts and produce report and reconciliation against GL annually
- Analysis and capture External Fund Managers Reports produce monthly profit and loss report on timely manner.
- Produce Accruals for External Fund Managers quarter management and custody and execution service fee on timely manner
- Effective arrange quarterly managements fees to the fund manager on timely bases as per the contract.
- Use technological systems and tools to appropriately enhance quality and efficiency of service delivery
- Ensure to keep the Department Manager (FAD) and Unit Manager (SU) informed at all times of the Unit's activities including leading and supervision the SU personnel
- Help the Unit Manager in running the affairs of the Unit.

## **6.2 Contribute to the department's long term and short 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

## **6.3 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.

## **6.4 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

## **6.5 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 Banks values.

## 7. REQUISITE COMPETENCIES OF THE ROLE

### Core Competencies

<p><b>Planning</b></p>	<p>[ ✓ ] Develops and reviews the <i>work group's</i> operational and project plans          [ ✓ ] Establishes plans to develop core competencies within the work group          [ ✓ ] Plans and schedules staff work          [ ✓ ] Develops <i>individual</i> task plans in support of work group and project plans          [ ✓ ] Develops individual development plan to support core values, core competencies and the organisation's policy          [ ✓ ] Develops plan to up-date and maintain specialist competencies</p>
<p><b>Organising</b></p>	<p>[ ✓ ] Aligns the work group with the organisation's strategic positioning through its:          - work flow design          - position descriptions          - team &amp; individual behaviours (in support of corporate values)          - work priorities of the group          - the application of project management practices</p> <p>[ ✓ ] Aligns individual contribution with the work group's commitments through his/her:          - task priorities          - personal behaviours          - support of team members          - the application of basic project management practices</p>
<p><b>Decision-making</b></p>	<p>[ ✓ ] Acts within delegations          [ ✓ ] Seeks consensus yet leads where necessary          [ ✓ ] Interprets policy for staff in work group          [ ✓ ] Takes accountability for work group decisions          [ ✓ ] Timely processing of requests and tasks to the benefit of the department/unit</p> <p>[ ✓ ] Takes accountability for individual task decisions          [ ✓ ] Timely processing of requests and tasks          [ ✓ ] Follows directions          [ ✓ ] Works co-operatively          [ ✓ ] Complies with the organisation's policies and procedures</p>
<p><b>Leadership</b></p>	<p>[ ✓ ] Creates a work group environment that fosters growth, development &amp; innovation          [ ✓ ] Facilitates co-operation and relationship effectiveness with the work group          [ ✓ ] Sets an example to the work group          [ ✓ ] Takes accountability for the work group's impact and behaviour          [ ✓ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position</p> <p>[ ✓ ] Takes accountability for individual impact on self and others of</p>

	<p>personal behaviour</p> <p>[ ✓ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position</p> <p>[ ✓ ] Demonstrates initiative in supporting growth, development &amp; innovation within the work group</p> <p>[ ✓ ] Contributes to team effectiveness</p> <p>[ ✓ ] Sets an example to work colleagues</p>
<b>Performance Management</b>	<p>[ ✓ ] Facilitates team effectiveness within the work group</p> <p>[ ✓ ] Provides clear expectations and structure for teamwork and individual work</p> <p>[ ✓ ] Establishes and maintains controls for work group's resources</p> <p>[ ✓ ] Monitors and measures team processes and projects to improve own and team performance</p> <p>[ ✓ ] Participates in the organisation's mandated performance management processes</p> <p>[ ✓ ] Seeks clarity of expectation and structure for making an effective individual contribution</p> <p>[ ✓ ] Participates in the organisation's mandate performance management processes</p> <p>[ ✓ ] Contributes to team effectiveness</p>
<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 and people in other 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> <p>[ ✓ ] Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning</p>
<b>Customer focus</b>	<p>[ ✓ ] Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed</p> <p>[ ✓ ] Monitors, measures, and continually improves the work group's customer focus</p> <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> <p>[ ✓ ] Monitors, measures, and continually improves the own customer focus</p> <p>[ ✓ ] Seeks regular feedback from customers of the position about their perceptions</p>
	[ ✓ ] Broad understanding of specialist and task skills to enable

<b>Technical Proficiency</b>	effective day-to-day management of bank officers [ ✓ ] Focussed specialist and task skills to enable proficient delivery of the technical work required by the position
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