



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000238	REF. NO: NSO 146
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: BANK RECONCILIATION OFFICER GRADE 12	
DIVISION: CORPORATE SERVICES DIVISION	LOCAL DESIGNATION: BANK RECONCILIATION OFFICER	
BRANCH: FINANCE & BUDGET	REPORTING TO: ACCOUNTANT 144	SYS. POS. NO: 026000091 REF. NSO
SECTION: ACCOUNTS	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD/6/1/24	14/12/2015	Renum/Redes/Reclass

2. PURPOSE

Assist Finance & Budget branch run and issue cheques on all authorized claim and to maintain efficient operation of PGAS including the month, year and year end roll-over. The person will also be responsible for the maintenance of the various ledgers including Charts of Accounts and creation of Accounts to maintain and reconcile the Bank Reconciliation

3. DIMENSIONS

The position responsible to reconcile bank cheques (vouchers) to check against BPNG bank summary and ties up with any variances with balances of financial and accounts books of the organization

4. PRINCIPLE ACCOUNTABILITIES

The major accountabilities of the position are;

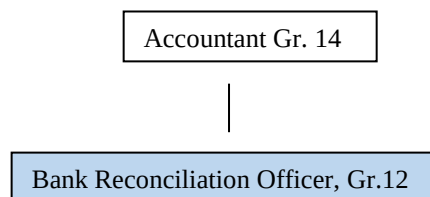
1. Raise and run cheques as authorized
2. Effectively maintain accurate and timely records of cheques/ILPOCS raised and issued
3. Reconcile bank balances against expenditure records
4. Ensure expenditure records comply with the Public Finance regulations/Instructions
5. Record details of cheques raised and issued against expenditure balance

5. MAJOR DUTIES

1. Process cheques for authorized claims;
2. Record details of cheques raised and issued against expenditures balance
3. Ensure months/year-end rollovers are done timely
4. Maintain records of transactions and advise the Accountant of expenditure and any shortfalls;
5. Monthly reconciliation of bank statement against expenditure records;
6. Ensure bank reconciliation of the Drawing Account;
7. Maintaining the PGAS and making sure system is up and functioning

6. NATURE AND SCOPE

The position is directly to the Accountant or Manager – Finance & Budget, however may report to the Deputy National Statistician, Corporate Services when required



6.2 WORK ENVIRONMENT

(a) Internal

1. Reports to the Accountant.
2. Consult with the Accountant claims/cheques raised
3. Liaise with other department staff on claims.

(b) External

- i. Liaise with Department of Treasury and Finance
- ii. **Liaise with the Bank of PNG**

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position to establish rules, regulations, processes and procedures in dealing with all matters in the daily running and to decide on and recommending to the Manager the best practices for transparent and accountable purposes

8. CHALLENGES

The effective and efficient management and implementation of the Public Finance Manager Act and other relevant government policies which have not been fully digested in the public service.

Rules/procedures

1. Enshrine in the Public Service (Management) Act
2. General Orders
3. Public Services Code of Ethics
4. Statistical Services Act

▪ Decision

1. Agency Head
2. Executive Management Team
3. Budget Committee

▪ Recommendations

1. Enhance productivity and timely and accurate statistics

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) QUALIFICATION:

- Grade 12 or equivalent i.e. matriculations.

(b) KNOWLEDGE:

Must possess a sound level of; -

- Public Finance regulations
- Public sector accounting system
- Public Finance (Management) Act and Finance instructions
- Public Service General Order;
- Organic Law on Provincial and Local Level Government
- Public Service Management Act;
- Public Service policies, procedures and systems;
- Policy development practices and procedures in the Public Service
- Have some basic knowledge computing applications.

(c) SKILLS Ability to demonstrate the following skills at a proficient level;

- Basic book keeping
- Numerical skills
- Inter-personal
- Supervisory
- Manage changes
- Planning and development of projects
- Communication (written & oral)
- Public relations
- Analytical & Research
- Leadership qualities
- Meet customer needs
- Manage information and knowledge
- Manage activities and resources

(c) WORK EXPERIENCE:

Minimum of five years (5) work experience in Public Finance, personnel management/HRM functions, accounting and related fields within the Public/Private Section is essential