



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Budget Accountant
Reporting to	Manager, Management Reporting Unit, Financial Administration Department
Location	Port Moresby, Bank of Papua New Guinea
Salary range	Grade 9
Employment Type	National Contract

Role Description

The Budget Accountant will play a key role in the preparation and analysis of the bank's budget, ensuring that resources are allocated effectively and in alignment with the bank's strategic goals. The Budget Accountant will collaborate closely with various departments to provide insights and recommendations based on financial data, supporting informed decision-making at the highest levels. This role is critical in fostering transparency, accountability, and efficiency in the bank's financial management processes.

Additionally, the incumbent will be responsible for monitoring budget performance, identifying variances, and implementing corrective actions as necessary. The Budget Accountant will enhance the quality of the bank's financial reporting and contribute to the improvement of budgetary processes.

Responsibilities

- Prepare and maintain the annual budget for all Bank Departments and entities.
- Monitor and analyze budget performance against the approved financial plans.
- Collaborate with department heads to identify budget needs and resource allocations.
- Develop financial reports and present findings to senior management.
- Conduct variance analysis and provide recommendations for corrective actions.
- Ensure compliance with financial standards and regulatory requirements.
- Assist in the refinement of budgeting processes and procedures to enhance efficiency.

Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in budgeting, financial analysis, or management reporting.
- Strong knowledge of financial regulations and best practices.
- Proficiency in financial software and advanced Excel skills.
- Excellent analytical and problem-solving abilities.
- Strong attention to detail and accuracy in financial reporting.
- Exceptional communication skills, both written and verbal.

Working Relationship

The Budget Accountant, MRU will establish and maintain the following internal and external relationships:

1. Internal

- a. Accountable to the Manager, Management Reporting Unit
- b. Liaise and work closely with Accounts staff and other staff with similar interests.

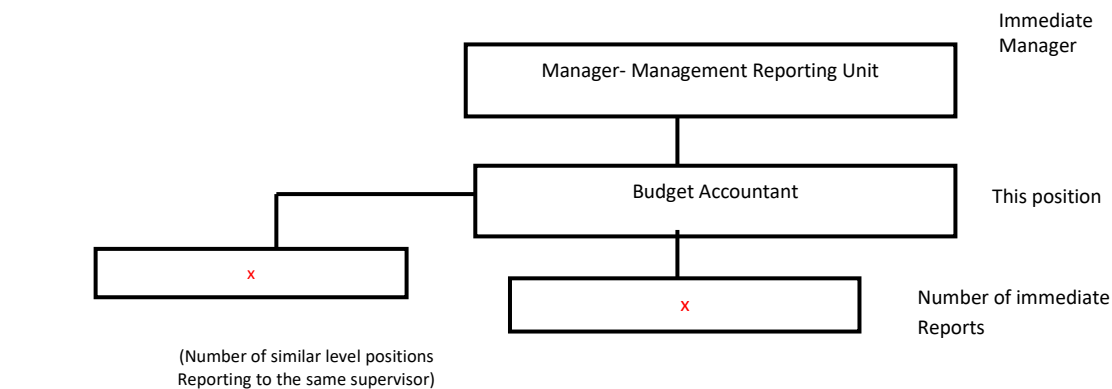
2. External

- a. 3rd Party service providers
- b. Department of Treasury, Department of Finance, , IRC, IMF, Board and others required or authorised.

Authority Levels:

- No Financial authority
- Seek advice of Manager Management and Reporting Unit, and approval of Unit Manager MRU for all financial and administrative matters

<u>Function</u> Corporate Operations	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution	<u>KRA 9.1-9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1-10.5</u> We understand the Bank's future needs and are preparing the workforce to meet new challenges.

Reporting Relationship

Refer also to the full Organisation Chart

Bank Values:

- Integrity – with integrity we build good governance and credibility.

- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.