



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Settlements Unit Manager
Reporting to	Department Manager – Financial Administration Department
Location	Port Moresby, Bank of Papua New Guinea
Employment Type	National Contract

Role Description

The Manager Settlements Unit will oversee the daily operations of the Settlements Unit, ensuring that all settlement transactions are conducted efficiently and accurately while adhering to the highest standards of internal controls and governance. This pivotal role requires a strategic thinker with extensive expertise in financial operations, settlement processes, and regulatory compliance.

In addition, the Manager will be responsible for leading a team of dedicated professionals, fostering an environment of continuous improvement, and implementing best practices that enhance the effectiveness of the unit. The incumbent must demonstrate exceptional leadership abilities, a strong analytical mindset, and superior communication skills to collaborate effectively across various departments.

Responsibilities

- Oversee the daily operations of the Settlements Unit to ensure accurate and timely processing of transactions.
- Develop and implement policies and procedures to enhance the efficiency of settlement processes.
- Ensure compliance with relevant regulations, guidelines, and internal controls governing financial settlements.
- Supervise and mentor staff within the Settlements Unit, promoting professional development and team collaboration.
- Conduct regular audits of settlement activities to identify areas for improvement and mitigate risks.
- Coordinate with various stakeholders, including domestic and international financial institutions, to facilitate smooth settlement processes.
- Prepare and present reports on settlement activities, performance metrics, and issues to senior management.

Requirements

- Bachelor's degree in Finance, Accounting, Economics, or a related field; a Master's degree or relevant professional qualification is preferred.
- Minimum of 10+ years of progressive experience in financial operations, with a focus on settlements and transaction processing.
- Demonstrated knowledge of financial regulations and compliance requirements specific to the banking sector.
- Strong analytical, problem-solving, and decision-making skills with attention to detail.
- Proficiency in financial software and tools used in settlements and transaction management.
- Excellent leadership and team management capabilities to foster a high-performing work environment.
- Strong communication and interpersonal skills to effectively interact with internal and external stakeholders.

Working Relationship

The Manager Settlements Unit will establish and maintain the following internal and external relationships:

1. Internal

- a. Accountable to the Department Manager – Financial Administration Department.
- b. Liaise and work closely with Accounts staff and other staff with similar interests.

2. External

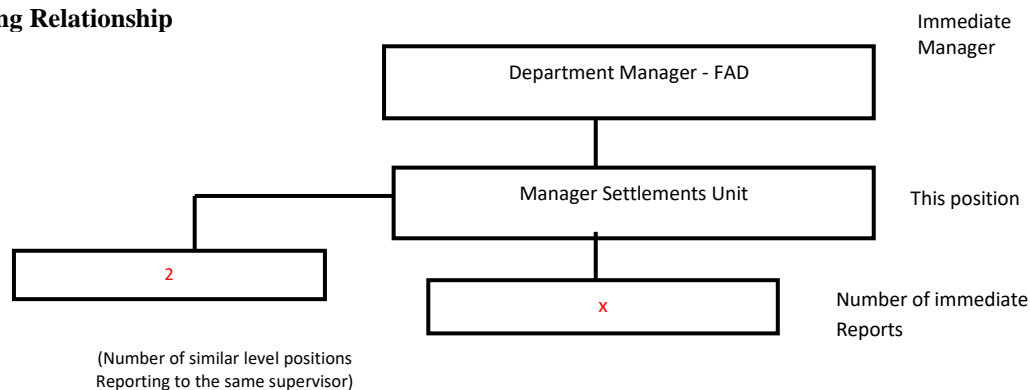
- a. 3rd Party service providers
- b. Department of Treasury, Department of Finance, IRC, Auditors, IMF, External Fund Managers, Bank of International Settlements, Board and other Central Banks as required or authorised.

Authority Levels:

Can approve budgeted expenses to the value of K5000 to K10,000. Job Holder is free to operate within agreed strategies and annual operating plans.

<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.
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