

BANK OF PAPUA NEW GUINEA

POSITION DESCRIPTION

MANAGER – ACCOUNTING & PAYMENTS 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. The Role of the Department

The Financial Administration Department:

- Has primary responsibility for the following BPNG functions:
 - ◆ Provide internal financial support services, as specified.
 - ◆ Implement Monetary Policy Decisions
 - ◆ Provide Settlements for Foreign Reserves and Domestic Investment
 - ◆ Provide settlements banking services and payment systems
 - ◆ Provide banking services to the Government

- Contributes as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic objectives

2. The Role of the Accounting & Payments Unit

The Accounting & Payments Unit has the primary responsibility for providing accounting and financial services to the Bank and facilitating payments services internally and externally.

3. Role of the Manager, APU

The primary role of the APU manager is to effectively and efficiently manage and lead the Unit's staff by;

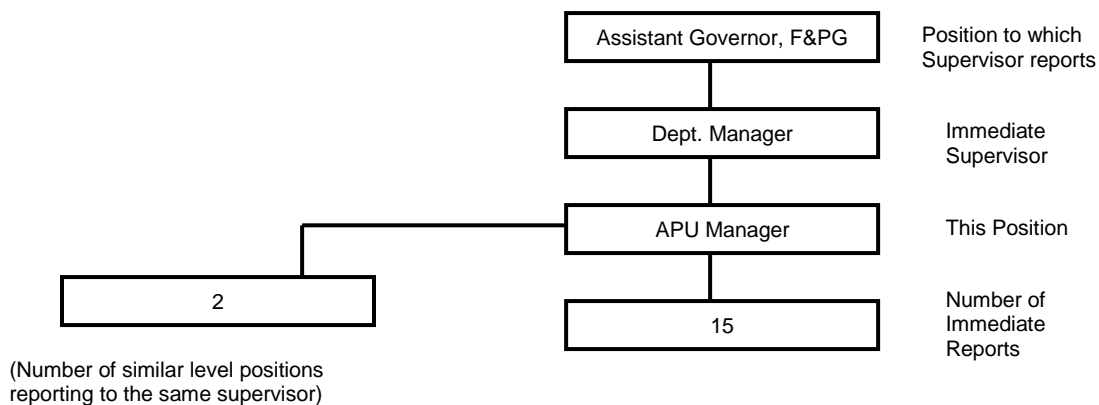
- Management of the payroll function and providing team leadership;
- Ensure all accounting records are maintained according to the Central Bank Act and Generally Accepted Accounting Standards;
- Ensure payments are timely processed and within the authorized limits and guidelines;
- Oversee the reconciliation of all relevant Accounts;
- Provide reports with analysis to management as and when required by management;
- Ensure all relevant third party account holders are advised of their balances on a timely basis;
- Ensure the Bank's chart of accounts is reviewed and updated periodically;
- Oversee electronic payments to ensure accuracy and completeness of the payments cycle and necessary checks and balances with effective reporting of incidents managed efficiently;
- Ensure all queries from internal and external clients are promptly registered, managed and attended to base on urgency and date of request;
- Ensure staff performance and manpower requirements are efficiently managed to achieve Unit deliverables and key performance indicators through the Bank's performance management system.

4. Qualification/Experience/Skills/Competencies

The Manager will have:

- Bachelor's or Master's Degree in Accounting or finance related field;
- 5 – 10 years relevant work experience in preferably a financial management role;
- Have robust technical knowledge in financial & management accounting, audits, taxation, interpretation of financial statements and demonstration of strong analytical reporting;
- Have sound management skills and able to manage a large Accounts Team in a proficient manner;
- Have strong knowledge of computer application softwares. Experience in Oracle Financial System and Alesco Payroll System is preferable;
- Ability to proactively diagnose issues and suggest solutions will be advantageous;
- Affiliation with CPA PNG or CPA Australia is highly desirable.

5. Reporting Relationships



6. Working Relationships

The Manager will;

- Be directly accountable to the Manager, Financial Administration Department
- Be directly responsible for his/her own Unit's staff.
- Liaise and work closely with the Department Manager and other department staff.
- Work with managers and staff from other departments in areas of common interest.
- Develop and maintain working relationships with appropriate external parties.

7. Authorities and Delegations

7.1 Financial: (authority limits, budgets ...)

- Authorise finance within approved budget.
- Seek approval of designated management committee for administrative matters beyond approved budget.

7.2 Staffing: (Authority to recruit, review performance ...)

- Recommend filling of Unit vacancies within approved manpower establishment.
- Recommend reviews of manpower establishment.
- Responsible for 15 staff

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

- Review and provide recommendations on policy amendment in line with best practice and business requirements.
- Ensure compliance with Bank’s policies and procedures within the Unit.

8. Accountabilities

8.1 Oversee the Accounting & Payments functions.

Key Activities:

- Payroll; accounts payable; staff credit facility.
- Maintain the general and subsidiary ledgers; process and record all revenues and prepare general purpose financial statements in compliance with IFRSs.
- Accounting oversight and guidance to other internal departments to ensure the general accepted accounting practices (GAAP), legal requirements, policies and procedures are all consistently applied to maintain the integrity of the financial records.

8.2 Contribute to the Bank’s long-term and short-term plans

Key Activities:

- Contribute to the development of the Bank’s long range strategies and objectives and help monitor their achievement.
- Participate in collective advice and decision making on the Bank’s operational plans and resource allocations.
- Ensure compliance with all legal, statutory and organisational policy requirements.

8.3 Ensure the development of the Unit’s capability

Key Activities:

- Ensure the same performance management system processes are carried out for all staff within the Unit.
- Identify staff training and coaching requirements that is within approved budget.

8.4 Manage the Unit & its Budget

Key Activities:

- Prepare, negotiate, monitor and report on operational work plans and budgets.

8.5 Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activities:

- Demonstrate behaviours consistent with the Bank’s values.

9. Requisite Competencies of the Role

Competency	Level of Competency
9.1 Planning	<input type="checkbox"/> Participates in the development of the <i>organisation’s</i> strategic planning <input type="checkbox"/> Develops 8 quarter Department plan and budget <input type="checkbox"/> Benchmarks the Bank against best practice for the industry <input type="checkbox"/> Establishes a plan to develop and maintain a broad awareness of industry and market place trends
9.2 Organising	<input type="checkbox"/> Aligns the organisation with its strategic positioning through its: - structure

	<ul style="list-style-type: none"> - systems & processes - values - leadership focus - strategic projects
9.3 Decision Making	<ul style="list-style-type: none"> [] Determines and confirms delegations and authority levels [] Makes organisation-wide decisions on policy and procedure [] Takes accountability for strategic decisions [] Timely and considered processing of requests and tasks to the overall benefit of BPNG
9.4 Leadership	<ul style="list-style-type: none"> [] Creates a cultural environment that fosters growth, development & innovation [] Fosters organisation-wide co-operation and relationship effectiveness [] Sets an example to the whole organisation [] Takes accountability for the organisation's impact and behaviours [] Communicates (written and oral) effectively in undertaking the accountabilities of the position
9.5 Performance management	<ul style="list-style-type: none"> [] Promotes and facilitates 'team effectiveness' within and between work groups within the organisation. [] Provides clear expectations and structure for effective operations management and project management within the organisation [] Fosters and mentors people with leadership potential [] Monitors and measures key operational systems and strategic projects to improve own and organisational performance [] Establishes and maintains controls for the organisation's resources [] Participates in the organisation's mandated performance management processes
9.6 Relationship management	<ul style="list-style-type: none"> [] Establishes and maintains effective relationships with key stakeholders <i>external</i> to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations) [] Establishes and maintains effective relationships with key <i>internal</i> stakeholders (e.g. peers, employee groups) [] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders
9.7 Customer Focus	<ul style="list-style-type: none"> [] Establishes and maintains protocols and programs that ensure the organisation's systems and services internally and externally are customer focussed [] Monitors, measures, and continually improves the organisation's customer focus [] Seeks regular feedback from key customers of the organisation about their perceptions.
9.8 Technical Proficiency	<ul style="list-style-type: none"> [] Broad understanding of specialist and task skills to enable effective long-term management and strategic deployment of Bank officers across functions and within cross-discipline work teams