BANK OF PAPUA NEW GUINEA

POSITION DESCRIPTION
SENIOR CASH PROCESSING & DESTRUCTION OFFICER
CASH PROCESSING & DISTRIBUTION UNIT
LAE CASH PROCESSING FACILITY, CURRENCY DEPARTMENT
FINANCE AND PAYMENTS GROUP

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. PURPOSE STATEMENT OF LAE CASH PROCESSING FACILITY

The primary role of the Cash Processing Facility is to enhance currency circulation in Lae for operations in the Momase, Highlands and New Guinea Islands regions as part of the Central Bank's core mandate of managing the supply of legal tender. The facility will accommodate BPNG subsidiary services such as Government Bonds and Treasury Bills (TAPs) and Research. In ensuring service is of high standard, necessary support functions such as Security, Facilities Management and ICT services must cohesively operate at optimum levels and in tandem with the core businesses.

2. DEPARTMENT PURPOSE STATEMENT

The Currency Department has primary responsibility as directed by the Assistant Governor, Finance & Payments Group for the following BPNG functional responsibilities:

- Issue national currency and maintain its acceptability.
- Review or support in providing settlement banking services and payments systems.
- Improve quality of tender/cash in circulation
- Contributes as appropriate to the performance of other functions and to the overall achievements of BPNG's strategic objectives.

2. PURPOSE STATEMENT OF CASH PROCESSING AND DISTRIBUTION

The Cash Processing & Distribution Unit is responsible for:

- Withdrawal of unfit national currency from circulation.
- Secure storage and processing of unfit national currency for destruction/disposal.
- Secure storage and processing of fit national currency for re-circulation.
- Authentication re-sorting and re-packaging of fit currency for re-issue
- Maintenance and operations of the automated cash processing machines.
- Support and maintenance of cash processing machines and liaising with vendors.
- Assist in sourcing and recommending appropriate cash processing machines from vendors.
- Administer and liaise with commercial banks for settlement of discrepancies and effect ESA entries for applicable charges.
- Support the bank's clean note policy administering applicable penalties to commercial banks and effecting ESA entries.
- Shipment of recyclable polymer waste for proper disposal.
- Contribute as appropriate to the performance of other functions and the bank's overall achievement.

3. ROLE OF SENIOR CASH PROCESSING & DESTRUCTION OFFICER

The primary role of Senior Cash Processing & Destruction Officer, Cash Processing & Distribution is to effectively and efficiently manage/supervise and lead the unit staff to deliver the above Unit's and Department functional, support and contributory responsibilities:

- Dual custodianship to cash holdings with the Unit Manager.
- Supervisor of cash processes and procedures.
- Assist in unit operations compliance and security for cash holding.
- Assist in allocation of currency notes for processing.
- Assist in control and accounting for Note Processing outputs.
- Reconciliations of Unit's accounts and data
- Passes ESA entries for charges and penalties
- Assist liaising with processing consumable suppliers/service providers.
- Assist with shipment of recyclable polymer waste.

4. SKILLS

The Senior Cash Processing & Destruction Officer, Cash Processing & Distribution will have:

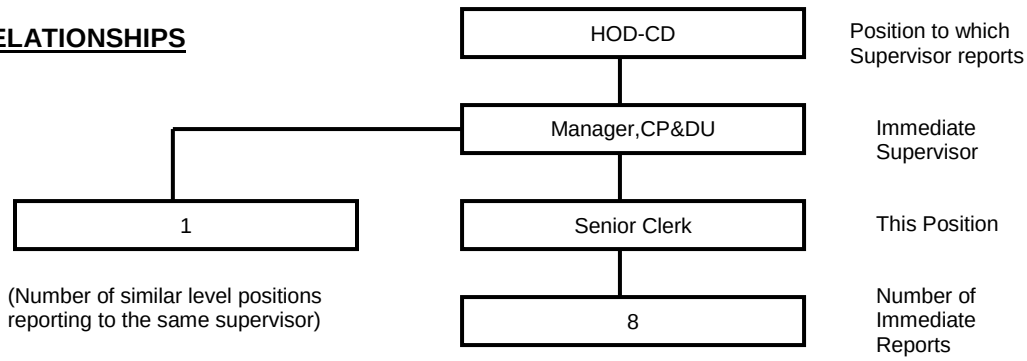
- **Education:** Minimum Diploma in Accounting or Business Studies, Economics from a recognised tertiary institution.

- **Experience:** 3 years' professional experience in a similar role and having worked for a banking/financial institution and/or currency related field.

- **Professional Attributes/Technical Skills:**

  - Able to communicate and demonstrate knowledge and understanding of the industry both within the Bank and as representative to external parties.
  - Have broad knowledge and understanding of currency policies, regulations and statutory requirements and can technically apply this to achieve results.
  - Have an understanding of the current currency operation and can proactively bring up or provide advice and measures on policy and operational issues.
  - Have high level of communication and analytical skills, reliable and can maintain confidentiality, integrity and professionalism.
  - Ability to deliver results on the level that management expects on time.
  - Have good personalities, excellent communication skills and a team leader.
  - Able to work collaboratively as part of the Currency Team and other Bank staff.

5. REPORTING RELATIONSHIPS



Refer also to the full Organisation Chart

6. WORKING RELATIONSHIPS

The Senior Cash Processing & Destruction Officer, Cash Processing and Distribution will have the following internal and external relationships:

- Be indirectly accountable to the Head of Department, Currency Department
- Be directly responsible to Manager, Cash Processing & Distribution Unit
- Collaborate with Currency Management team & staff
- Collaborate with Managers & Staff from Bank Functional Groups with common interest
- Develop and maintain working relationships with appropriate external parties

7. AUTHORITIES AND DELEGATIONS

7.1 Financial: (authority limits, budgets …)

- As set in the BPNG Delegation of Authority
- Seek approval of designated management committee for administrative matters beyond approved budget

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

- Recommend filling of department vacancies within approved establishment
- Recommend reviews of establishment
- Responsible for 6 staff

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

- Vary Currency Department Policies in line with Statutory requirements
- Recommend Currency Department Policy amendment in line with best practice and business requirements

8. ACCOUNTABILITIES

8.1 Issue National Currency and Maintain its Acceptability

Key Activities

- Assist in ensuring national currency needs are identified including physical quality standards
- Assist in design and specifying currency instruments which meet these needs
- Take measures to deter and detect counterfeiting and respond appropriately to any counterfeiting detected or reported
- Take measures to deter or detect cash discrepancies
- Ensure unfit currency are securely destroyed in accordance with the Bank's Security process and procedures and disposed appropriately
- Ensure proper packaging for re-issuable currency
- Provide appropriate physical security for currency processing, despatch and storage and for the Bank as a whole

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 Department's capability

Key Activities

- Ensure the same performance management system processes are carried out for all Processing unit staff
- Identify staff training and coaching requirements and meet within budget
- Ensure unit staff control and discipline in performing duties.

8.4 Manage the Unit's Plans & its Budget
Key Activities
- Prepare, negotiate, monitor and report on operational work plans and budgets

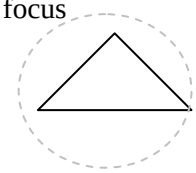
8.5 Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.
Key Activities
- Demonstrate behaviours consistent with the Bank's values.

9. Requisite competencies of the role

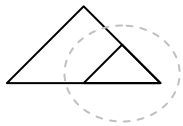
Core Competencies Matrix

Assistant Governor	Dept Mgr / Unit Mgr	Bank officer

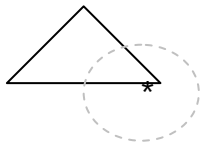
Primary focus



Whole organisation



The team or workgroup



Individual role

Overlap

Assistant Governor	Dept Mgr / Unit Mgr	Bank officer
Planning		
[ ] Participates in the development of the organisation's strategic planning [ ] Develops 8 quarter Department plan and budget [ ] Benchmarks the Bank against best practice for the industry [ ] Establishes a plan to develop and maintain a broad awareness of industry and market place trends	[✔] Develops and reviews the work group's operational and project plans [✔] Establishes plans to develop core competencies within the work group [✔] Plans and schedules staff work	[ ] Develops individual 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
Organizing		
[ ] Aligns the organisation with its strategic positioning through its: - structure - systems & processes - values - leadership focus - strategic projects	[✔] Aligns the work group with the organisation's strategic positioning through its: - work flow design - position descriptions - team & individual behaviours (in support of corporate values) - work priorities of the group - the application of project management practices	[ ] 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

Execution and Decision-making		
[ ] 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	[✔] 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	[ ] Follows directions [ ] Works co-operatively [ ] Complies with the organisation's policies and procedures [ ] Takes accountability for individual task decisions [ ] Timely processing of requests and tasks
Leadership		
[ ] 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	[✔] Creates a work group environment that fosters growth, development & 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	[ ] Demonstrates initiative in supporting growth, development & innovation within the work group [ ] Contributes to team effectiveness [ ] Sets an example to work colleagues [ ] Takes accountability for individual impact on self and others of personal behaviour [ ] Communicates (written and oral) effectively in undertaking the accountabilities of the position
Performance Management		
[ ] 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	[✔] Facilitates team effectiveness within the work group [✔] Provides clear expectations and structure for teamwork and individual work [✔] Establishes and maintains controls for work group's resources [✔] Monitors and measures team processes and projects to improve own and team performance	[ ] Contributes to team effectiveness [ ] Seeks clarity of expectation and structure for making an effective individual contribution [ ] Participates in the organisation's mandate performance management processes

[ ] 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	[✔] Participates in the organisation's mandated performance management processes	
Relationship management		
[ ] Establishes and maintains effective relationships with key stakeholders external to the organisation (e.g. government, customers, suppliers, peers in other relevant organisations) [ ] Establishes and maintains effective relationships with key internal stakeholders (e.g. peers, employee groups) [ ] Is sensitive to and responsive to the current and possible future needs of internal and external stakeholders	[✔] Establishes and maintains effective relationships with the work group's internal and external customers and suppliers [✔] Establishes and maintains effective working relationships with peers and people in other work groups [✔] Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers	[ ] Establishes and maintains effective relationships with peers, customers and suppliers who are necessary for the position's effective functioning [ ] 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).
Customer focus		
[ ] 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	[✔] Establishes and maintains work group process and behaviours that ensure the services of the group are customer focussed [✔] Monitors, measures, and continually improves the work group's customer focus [✔] Seeks regular feedback from key customers of the work group about their perceptions	[ ] Establishes and maintains a customer focussed orientation in the performance of day-to-day work [ ] Monitors, measures, and continually improves the own customer focus [ ] Seeks regular feedback from customers of the position about their perceptions

Technical Proficiency		
[ ] 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	[✔] Broad understanding of specialist and task skills to enable 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