



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. Identification	POSITION NUMBER: FIN 005
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Creditor & Bank Reconciliation Officer, NP10
BRANCH: Administration Services	LOCAL DESIGNATION: Creditor & Bank Reconciliation Officer
DIVISION: Finance & Administration Services	REPORTING TO: Accountant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>28/03/19</i>

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG. 1	30/10/14	Reno, Redes, Reclash, Revised Duties
ORG. 2	24/09/18	Abolished/Created

2. Purpose:

This position is responsible for the examination of all claims to ensure they are genuine and correct before the claims are processed in compliance with financial Instruction and Instruments.

3. Dimension:

Budget: NA

Staff: NA

Others: NA

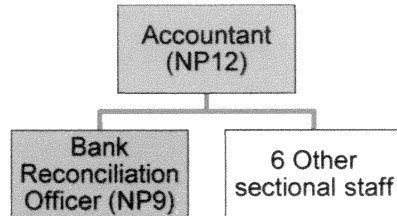
4. Principle Accountabilities

- Ensures that all requisition forms are determined to be valid, genuine and correct and that necessary requirements are met by requisition officers for approval.
- Ensure accurate, complete and timely processing of registered claims.
- Determine that all requisition forms are valid, genuine and correct and the necessary requirements are met by requisition officers for approval.
- Determine accurate, validity, genuine and complete before processing of registered claims and action payment.
- Ensure that all requisitions (FF3) from authorized requisition officers, recorded and referred to section 32 Officer for approval.
- Undertake pre-audit that all claims do not exceed K5, 000.00
- Maintain proper filing and safe keeping of paid vouchers.
- Payout cheques to recipients under proper identification and signature.
- Matching of purchase order/requisition, invoice proof of delivery and other supporting documents to validate claim.
- Prepare monthly bank reconciliation for all accounts (drawing/trust accounts) & liaison with IRC and Banks on matters relating to international transaction, etc.
- Liaise with BPNG on lost cheques, prepare stop notice and the issuance of replacement cheques

Nature and Scope:

4.1 Reporting Relationship

This position is one of the 7 positions that report directly to the Accountant. The position provides proper check and balance responsibility and provides audit support services to the Director Finance via the Accountant.



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4.2 Working Relationship

Internal:

- Liaise directly with the Director via the Accountant and Divisional Heads on areas (funds and budget and the Assets Management) requiring co-ordination within the division.
- Other senior members of the Parliamentary Service on the accounts of their business units.

External:

- Liaise with appropriate government departments which include: Treasury, Finance. And other service providers (Banking Institutions such as BSP and BPNG).

4.3 Work Environment

This is an administrative position and, when required, in the company of Director Finance meet the Speaker, Clerk, Clerk's management team and Divisional Heads on matter relating to the job is inevitable.

4.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Job operates within the precincts of the Parliamentary Service Act, 2014, Public Service General Orders, PS Business Processes, Public Finance (Management) Act, Other Financial Instructions and Instruments.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures and financial instructions and instruments.
- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism

Decisions:

NA

Recommendations:

NA

4.5 Challenges

- Ensuring accuracy of claims and due compliance of procedures that promotes transparency within the Parliamentary Service that will enhance good image of the Parliamentary Service.
- All requisition forms are determined to be valid, genuine and correct and that necessary requirements are met by requisition officers for approval.
- Maintain accountability and good work ethics.

Qualification, Experience, Knowledge and Skills

5.1 *Qualification*

- Diploma in Accounting or equivalent or any other qualification as may be acceptable

4.6 *Experience*

3-5 years' work experience in the Government and or Private Sector is essential.

4.7 *Knowledge*

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act
- Public Finance (Management) Act 2017
- Public Service (Management) Act, 2014
- PS General Orders and PS Business processes.
- Government Accounting System (PGAS/IFMS).
- Finance Instructions and Instruments

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4.8 *Skills*

- Demonstrated creative and critical thinking skills
- Computer literate in Microsoft applications
- Public & Inter-personal Relations
- Communication (written/oral)
- Time management and facts and figures
- Ability to analyze and interpret
- Good in figures and numbers

7. **STATEMENT BY THE EMPLOYER AND EMPLOYEE**

I make this solemn declaration by virtue of the ***Oaths, Affirmation and Statutory Declaration Act 1962***, conscientious believing the statement contain therein to be true in every particular

Signature
Employer (or its delegate)

Signature
Employee

Date

Date