

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: 0000250065	REF. NO: DJAGPA.01
OFFICE: Department of Justice & Attorney General	DESIGNATION/CLASSIFICATION: Senior Payroll Officer - Payroll Audit / Grade 14	DIVISION: Corporate Affairs & General Administration
LOCAL DESIGNATION: Senior Payroll Officer - Payroll Audit	BRANCH: Human Resource Management	REPORTING TO: Principal Payroll Officer - Grade 16
SYS. POS. NO: DJAGPA.16	SECTION: Personnel & Payroll Services	LOCATION: Waigani

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OASTB: 1/00	1st November 2000	Reclassified
OASTB: 1/00	16th November 2000	No Change
HRM 8.1.20/HR: 11/08	26th November 2008	Revised, Reclassified
HRM 8.1.20/HR: 31/13	31st March 2013	Revised
HRM 8.1.20/HR: 21/15	21st April 2015	Revised
HRM 8.1.20/HR: 01/24	1st August 2024	Updated and Renamed

2. PURPOSE

The Human Resources Management Branch is responsible for administering and facilitating all human resources and personnel matters on behalf of the Department of Justice & Attorney General. This includes organizational development and workforce planning activities, selection and recruitment activities, performance management and discipline, payroll and contract administration, leave and attendance administration, training and professional development, induction, cross-cutting issues awareness and management, occupational health and safety, and graduate trainee management.

The purpose of the Senior Payroll Officer - Payroll Audit is to ensure the accuracy and integrity of the payroll system through regular audits, identifying discrepancies, and ensuring compliance with statutory requirements and internal policies.

3. DIMENSIONS

- **Finance:** Responsible for managing the budget related to payroll processing and audits.
- **Staff Supervision:** Supervises Payroll Clerks involved in audit functions.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure accurate and timely audit of payroll processes.
- Maintain compliance with statutory requirements and internal policies.
- Provide support and guidance to payroll audit staff.

5. MAJOR DUTIES

- Conduct regular audits of the payroll system to ensure accuracy and compliance with regulations.
- Verify payroll data and resolve discrepancies.
- Maintain accurate payroll audit records and reports.
- Assist in the development and implementation of payroll audit policies and procedures.
- Provide training and support to payroll audit staff.
- Liaise with other branches and departments regarding payroll audit matters.
- Address payroll-related inquiries and issues from staff.
- Perform other duties as directed, consistent with the above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Manager Payroll.
- Supervises Payroll Clerks involved in audit functions.
- Liaises with HR staff and other branches regarding payroll issues.

(b) External

- Liaises with government agencies, such as the Internal Revenue Commission and the Department of Personnel Management.
- Coordinates with external auditors and financial institutions as required.

6.2 WORK ENVIRONMENT

The role operates within a structured administrative framework, ensuring the accurate and timely audit of payroll processes while maintaining compliance with statutory requirements. It involves significant interaction with both internal staff and external agencies, requiring attention to detail and strong organizational skills.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures:** Must adhere to the Public Services (Management) Act, General Orders, and other relevant policies.
- **Decision:** Authority to make decisions within the scope of payroll audit policies.
- **Recommendations:** Provides recommendations on payroll audit matters to senior management.

8. CHALLENGES

The greatest challenge is ensuring the delivery of accurate and timely payroll audit services in a complex organizational environment, balancing the needs of the department and staff while adhering to statutory requirements.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

(a) Qualifications

- Minimum of a Diploma in Human Resource Management or Certificate in Payroll.
- Must have a Basic and minimum Certificate in Alesco Payroll System with at least 2-3 years hands-on job experience in Public Service payroll processing.
- Membership in PNGHR would be an advantage.

(b) Knowledge

- Sound knowledge of salary processing.
- Good knowledge of the Alesco payroll system.
- Public Services (Management) Act and General Orders.
- Public Finances (Management) Act.
- Sound knowledge of HR practices in Public Service.
- Excellent knowledge of budgeting and payroll audit procedures.

(c) Skills and Abilities

- Excellent mathematical ability in calculating salaries and allowances.
- Ability to detect errors and take corrective actions promptly.
- Proven ability to communicate, both orally and in writing, in a clear and concise manner.
- Proven ability to work effectively either as an individual or member of a team and relate effectively with staff on all levels.
- Excellent demonstrative skills in computer (MS Word/Excel/PowerPoint and Alesco payroll system application).

- Ability to maintain confidentiality in all fields of salary and personnel matters.

(d) Work Experience

- At least two to four (2-4) years of experience in salary and Alesco payroll processing.