



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Justice & Attorney General	<b>SEQ. NO:</b> DJAGVC.58	<b>POSITION NO.:</b> DJAGVC.58
<b>DESIGNATION/CLASSIFICATION:</b> Senior Payroll Officer / Grade 14	<b>OFFICE/AGENCY:</b> Village Courts & Land Mediation Secretariat	<b>LOCAL DESIGNATION:</b> Senior Payroll Officer
<b>DIVISION:</b> Justice Administration	<b>BRANCH:</b> Village Courts & Land Mediation Secretariat	<b>IMMEDIATE SUPERVISOR:</b> Manager Payroll Services / Grade 16
<b>SUPERVISOR POSITION NO.:</b> DJAGVC.50	<b>SECTION:</b> Payroll Services	<b>LOCATION:</b> WAIGANI

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/VC: 31/04	31 <sup>ST</sup> APRIL 2014	REVISED
HRM 8.20/VC: 20/24	20 <sup>TH</sup> AUGUST 2024	REVISED

## 3. PURPOSE OF THE POSITION

The Senior Payroll Officer is responsible for ensuring the accurate and timely processing of salaries and allowances for all Village Court officials throughout Papua New Guinea. This role is crucial in supporting the Village Courts Secretariat, which was established under Section 3 of the Village Courts Act, 1989, and the Land Mediation services provided under the Land Disputes Settlement Act, Chapter 45. The Senior Payroll Officer ensures that payroll activities are conducted efficiently and in compliance with relevant policies and procedures.

## 4. DIMENSIONS

- **Supervision:** May oversee junior payroll staff within the section.
- **Financial Responsibility:** Responsible for accurate payroll processing, reconciliation, and compliance with budgetary controls.
- **Operational Scope:** Involves coordination with internal and external stakeholders to ensure smooth payroll operations for Village Court officials across the country.

## 5. PRINCIPAL ACCOUNTABILITIES

- Ensure that all payroll corrections are submitted on time and that batch processing meets established deadlines.
- Oversee the collection, payment, and prompt repayment of salary cheques.
- Maintain and update staff salary history cards accurately and securely.
- Ensure personnel files are securely kept and maintained in accordance with organizational standards.
- Provide accurate payroll reporting to meet internal and statutory obligations.

## 6. MAJOR DUTIES

- Process all aspects of salaries and allowances, ensuring accuracy and compliance with established guidelines.
- Maintain personnel files and perform registry duties, ensuring that records are up-to-date and easily accessible.
- Prepare and maintain leave, sickness, and overtime reports as required.
- Compile payroll and budgetary reconciliation reports on a fortnightly, monthly, and quarterly basis.
- Prepare salary and allowance estimates for the department, supporting budget planning processes.
- Attend to salary queries, providing prompt and accurate responses to ensure staff satisfaction.
- Assist in the preparation and response to audit reports and queries, ensuring compliance with internal and external audit requirements.
- Process leave applications and leave without pay (LWOP) requests, ensuring they are handled in accordance with policy.
- Support the Manager Payroll in the efficient operation of the Payroll Services Section, including month-end consolidation tasks.
- Perform other duties as directed, consistent with the role's responsibilities and organizational needs.

## 7. NATURE AND SCOPE

### 7.1 WORKING RELATIONSHIP

#### (a) Internal:

- Regular interaction with the Manager Payroll and other officers within the Financial Management Branch.

#### (b) External:

- Liaison with the Department of Finance (Information Management Division), Department of Personnel Management, Bank of PNG, and other commercial banks as required to facilitate payroll processes.

## 7.2 WORK ENVIRONMENT

- The role operates within a structured office environment, requiring attention to detail, confidentiality, and the ability to manage multiple tasks under tight deadlines.

## 8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Must adhere to the Public Services (Management) Act, Public Finances (Management) Act, and General Orders.
- **Decision-Making Authority:** Authorized to make decisions on payroll processing, corrections, and compliance with relevant policies.
- **Recommendations:** Provide recommendations for improving payroll processes and resolving issues related to salary and allowances.

## 9. CHALLENGES

- Managing the complexity and volume of payroll processing for Village Court officials across the country.
- Ensuring accuracy and compliance with all payroll procedures while meeting tight deadlines.

## 10. QUALIFICATIONS, EXPERIENCE AND SKILLS

### (a) Qualifications:

- Degree in Human Resource Management.
- Certificate in Alesco Payroll System is essential.
- Other qualifications as deemed acceptable by the Department of Personnel Management (DPM).

### (b) Knowledge:

- In-depth knowledge of salary processing and Alesco payroll functions.
- Familiarity with the Public Services (Management) Act and General Orders.
- Understanding of the Public Finances (Management) Act.

### (c) Skills:

- High proficiency in calculating salaries and allowances.
- Strong ability to detect errors and implement corrective actions promptly.
- Excellent time management skills with the ability to work to deadlines.

- Strong communication skills, both written and oral.
- A customer service-focused approach to handling payroll inquiries and issues.

**(d) Experience:**

- At least four (4) years of experience in salary processing, with a strong background in payroll management and financial reconciliation.