

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: FILE# 11575638	REF. NO: DJAGFM.06
OFFICE: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: TRUST ACCOUNTS OFFICER - GR:13	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: WAIGANI	
BRANCH: (FINANCIAL MANAGEMENT)	REPORTING TO: REF. NO: SENIOR TRUST ACCOUNTS OFFICER GR.15	SYS. POS. NO:
SECTION: FMB TRUST	LOCATION: WAIGANI)	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>(Agency Reference/File No.)</i>	<i>(Structure approved date)</i>	<i>(Record of how position has changed)</i>

2. PURPOSE

To maintain all Trust Accounts operated by the Department and prepare and submit monthly reconciliation of trust accounts receipts and payment and IFMS expenditure reports to Finance and Treasury Departments for planning and management decisions.

3. DIMENSIONS

Trust Account Officer – reports to Senior Trust Account officer.

- Prepare and process trust account payments
- Attend to banking trust payments
- Ensure financial statements for Trust and expenditure are compiled and submitted to Finance Department and other agencies.

4. PRINCIPAL ACCOUNTABILITIES

- Maintain all Trust Accounts operated by the Department.
- Reconciliation of monthly expenditure when brought to account with the Bank and main Public Accounts ledger for Trust Accounts and IFMS.

5. MAJOR DUTIES

- Prepare and process payments out of Trust Accounts.
- Maintain and up-date daily trust accounts transactions and cash books.
- Attend to Banking.
- Prepare and submit monthly Trust Account Statements for all Trust Accounts maintained by the Department to Departments of Finance and Treasury.
- Prepare and submit Bank Reconciliation Statements for Trust Accounts expenditures through IFMS.
- Prepare and submit expenditure reports for funds received into the Trust Accounts including acquittal of funds.
- Attend to all correspondence for all matters regarding Trust Accounts.
- Ensure financial statements for Trust and Expenditure are compiled and provided to Finance Department and other agencies.
- Constant liaison with Finance and Treasury or other Institutions on brief out costs and other State liabilities.
- [Financial Delegate approve payment run on the IFMS system \(additional JD\)](#)
- Perform other duties as directed, consistent with the above.

6. NATURE AND SCOPE

The role requires to train junior Officers.

6.1 WORKING RELATIONSHIP

(a) Internal

This role requires officer to provide expenditure summary DJAG management and branch heads,

(b) External

This role require officer to submit TRUST account Bank reconciliation to Department of Finance Trust section and other agencies.

6.2 WORK ENVIRONMENT

This position is an administrative role.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures** - The role must follow Public Financial Management act/ Trust Instruments guide lines
- **Decision** - The role must be in line with Public financial act and Trust Instruments.
- **Recommendations** – For further training.

8. CHALLENGES

Trust account procumbent process must be followed

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma or Bachelor's Degree in Public Finance and Accountancy or possession of other similar qualifications as may be acceptable by Department of Justice and Attorney General.

(b)

(c) Knowledge

(d) Extensive knowledge in Accounting and Public Sector Management field. Sound knowledge in Public Finance Management Acts, General Orders and other relevant Government legislations.

(e) Must have experience in Government Accounting System, IFM System and banking experience.

(f)

(g) Skills

(h) Management, planning and budgeting skills.

(i) High level of communication and inter Personal Management and report writing skills.

(j) Research and Computing skills.

(k) Work Experience

- At least five (5) years in the field of Government Accounting and Banking experience.