

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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| AGENCY: Department of Justice & Attorney General | SYS. POSN. NO: 0000250119 | REF. NO: DJAGHR.09 |
| OFFICE: Department of Justice & Attorney General | DESIGNATION/CLASSIFICATION: Senior Payroll Officer - Grade 12 | DIVISION: Corporate Affairs & General Administration |
| LOCAL DESIGNATION: Senior Payroll Officer | BRANCH: Human Resource Management | REPORTING TO: Principal Payroll Officer - Grade 14 |
| SYS. POS. NO: DJAGHR.07 | SECTION: Personnel & Payroll Services | LOCATION: Waigani |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------------------------|--------------------|------------------|
| OASTB: 1/00 | 1st November 2000 | RECLASS |
| OASTB: 1/00 | 16th November 2000 | NO CHANGE |
| HRM 8.1.20/HR: 11/08 | 26 November 2008 | REVISED, RECLASS |
| HRM 8.1.20/HR: 31/13 | 31st March 2013 | REVISED |
| HRM 8.1.20/HR: 21/15 | 21st April 2015 | REVISED |
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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 Senior Payroll Officer is responsible for processing salary and allowances on a timely basis for all staff of the department.

3. DIMENSIONS

- **Finance:** Responsible for managing the budget related to payroll processing.
- **Staff Supervision:** None.

4. PRINCIPAL ACCOUNTABILITIES

- Accurate payment of salaries and allowances.
- Payroll reconciliation.
- Preparing Budget Estimates.
- Hiring of employees.
- Overtime processing.
- Audit queries.
- Processing of recreational, maternity, and paternity leave.
- Maintain exit register.
- Filing of documents.
- Fortnightly audit of payroll and staff against ghost names.

5. MAJOR DUTIES

- Accurately process salaries and allowances of Departmental Staff.
- Conduct and compile payroll and budgetary reconciliation reports on a fortnightly, monthly, and quarterly basis.
- Identify anomalies, backdate payments (H.D.A, Annual Increment, Salaries and Allowances), gratuity payments, and outstanding leave fare payments. Ensure anomalies are accurately verified and the cause of over-expenditure on a fortnightly and monthly basis is addressed.
- Prepare Budget Estimates for salaries and allowances for the department.
- Process advice in all aspects of salaries and allowances.
- Ensure that hiring of new employees is processed through the Alesco payroll system accurately and in a timely manner.
- Calculate, prepare, and pay casual wages and allowances.
- Ensure that all overtime claims are thoroughly checked and processed in compliance with the General Order.
- Assist the Principal Payroll Officer in attending to audit reports and queries.
- Effectively liaise with the Principal Payroll Officer and Personnel Officer to update and maintain accurate exit registers.
- Examine and process recreational, paternity, and maternity leave applications.
- Conduct fortnightly audits of payroll and staff against ghost names and permanently erase from the payroll system where necessary.
- Perform other duties as directed consistent with the above.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reporting to the Principal Payroll Officer/Manager (Payroll).
- Liaise with officers of the Financial Management Branch.
- Liaise with Branch Heads/other staff on salaries/payroll matters.

(b) External:

- Liaise with the Department of Finance (Information Management Division) and Department of Personnel Management (MIS, Division).
- Liaise with the Bank of Papua New Guinea and other Commercial Banks.
- Liaise with Financial Institutions and Companies.

6.2 WORK ENVIRONMENT

The position operates within the statutory, technical, and administrative frameworks set by the Public Services (Management) Act, General Orders, and other relevant policies.

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 policies.
- **Recommendations:** Provides recommendations on payroll matters to senior management.

8. CHALLENGES

The greatest challenge is ensuring the delivery of accurate and timely payroll 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 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/Power-Point 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' experience in salary and Alesco payroll processing.