



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGPC.15
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFIATION</b> ESTATE OFFICER- (SOUTHERN) GR.12	
<b>OFFICE/AGENCY:</b> OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE	<b>LOCAL DESIGNATION</b> ESTATE OFFICER	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR</b> SENIOR ESTATE OFFICER – SOUTHERN GR.14	<b>POS. NO.</b> DJAGPC.17
<b>SECTION:</b> ESTATE ADMINISTRATION	<b>LOCATION</b> WAIGANI	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB: 1/100	1 <sup>ST</sup> NOVEMBER 2000	CREATE
OASTB: 1/100	16 <sup>TH</sup> NOVEMBER 2000	NO CHANGE
HRM 8.1.20/PT: 11/08	26 NOVEMBER 2008	RECLASS
HRM 8.1.20/PT: 31/13	31 <sup>ST</sup> MARCH 2013	RECLASS

### PURPOSE OF THE JOB

The Public Curators & Official Trustees is a statutory office of the State. The Public Curator is responsible for the administration of deceased estates, minors' property and property of persons adjudged insolvent or certified to be insane.

The role of the Trust Officer is to support the Finance Manager to process all beneficiary requisitions upon submission by the various estate officers.

### ACCOUNTABILITIES

- Ensure that all beneficiary claims are properly ascertained and appropriate forms have been filled accurately by the estate officers.

- Ensure and confirm with the reconciliation Officer of funds availability.
- Ensure accurate data is properly entered on requisition forms for submission.

### **MAJOR DUTIES**

- Ascertain estate information is accurate.
- Check Reconciliation Officer for up to date details.
- Raise requisitions for approval.
- Perform other duties as directed consistent with all the above.

### **REPORTING AND WORK RELATIONSHIP – INTERNAL**

- Report to the Finance Manager.

### **WORK RELATIONSHIP – EXTERNAL**

- Liaise with all Regional Estate Officers.

### **PERSON AND POSITION SPECIFICATIONS**

#### **Qualifications**

- Satisfactory completion of Grade 12 or Public Service Higher Certificate or possession of such other Educational qualifications as may be acceptable to Public Curator and Secretary of Justice.

#### **Skills**

- High standard of oral and written communication skills with MS Office and other word processing experience.

#### **Knowledge**

- Must have sound knowledge in double entry Bookkeeping and accounting.

#### **Experience**

- At least five (5) years experience in accounts work.