



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ NO:	POS.NO. DJAGHR.1 1
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION BATCHING AND PAYING CLERK- GR 11	
OFFICE/AGENCY:	LOCAL DESIGNATION: BATCHING AND PAYING OFFICER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: HUMAN RESOURCE MANAGEMENT	IMMEDIATE SUPERVISOR PRINCIPAL PAYROLL OFFICER GR 14	POS. NO. DJAGHR. 07
SECTION: PERSONNEL & PAYROLL MANAGEMENT	LOCATION: WAIGANI	

HISTORY OF POSITION

FILENO.	DATE OF VARIATION	DETAILS
OASTB: 1/00	1 ST NOVEMBER 2000	REDESS, RECLASS
OASTB:1/00	16 TH NOVEMBER 2000	NO CHANGE
HRM 8.1.20/HR: 11/08	26 NOVEMBER 2008	REVISED, RECLASS
HRM 8.1.20/HR: 31/13	31 ST MARCH 2013	RECLASS AND REVISED

PURPOSE OF THE JOB

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, graduate trainee management etc.

The Branch plays an essential role in any organization. Employment of staff is generally first based on; "The skills required enabling a service delivery process to

function enabling technology to be used effectively” and “the number of people with the required skills necessary to meet the demand for services.”

The Batching and Paying Clerk is responsible for processing salaries and allowance, calculating wages, overtime, batching variations and presenting them to ITD and DPM and performing filing of personnel documents on relevant personnel files.

ACCOUNTABILITIES

- Accurate processing of Salaries and Allowances
- Payroll reconciliation;
- 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.

MAJOR DUTIES

- Conduct and compile payroll and budgetary reconciliation report on fortnightly, monthly and quarterly basis.
- Identify the anomalies, backdate payments (H.D.A, Annual Increment, Salaries and Allowance), gratuity payment and outstanding leave fares payment. To ensure accurately verified the cause of over expenditure on fortnightly and monthly basis.
- Preparing Budget Estimates for salaries and allowance for the department.
- Process advices in all aspects of salaries and allowances.
- To ensure that hiring of new employees are process through Alesco payroll system accurately and in a timely manner
- Calculate, prepare and pay casual wages & allowances.
- Ensure that all overtime claims are thoroughly check and process in compliance with the GO
- Assist 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 register.
- Examine and process recreational, paternity and maternity leave application.
- Conduct fortnightly audit of payroll and staff against ghost name and permanently erase from the payroll system.
- Perform other duties as directed consistent with the above.

REPORTING AND WORK RELATIONSHIP -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.

WORK RELATIONSHIP -EXTERNAL

- Department of Finance (Information Management Division) and Department of Personnel Management;
- Bank of Papua New Guinea and other Commercial Banks;
- Nambawan Supa Limited;
- Financial Institutions and Companies

PERSON AND POSITION SPECIFICATIONS

Qualifications

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

Knowledge

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

Skills and Abilities

- High standard in calculating of salaries & allowances;
- Ability to detect up 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)
- Must have ability to maintain confidentiality in all fields of salary and personnel matters.

Experience

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