

JOB DESCRIPTION

JOB TITLE: SENIOR ACCOUNTANT		
DIVISION: Corporate Affairs	BRANCH: Accounting	SECTION: Accounts
REFERENCE NUMBER: TPA.10	DESIGNATION/CLASSIFICATION: Senior Accountant, Grade 10	POSITION No.: CAD.043
REPORTING TO: Director - Corporate Affairs	DIRECT REPORTS: Accountants	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Senior Accountant Date:	APPROVED BY: Director - Corporate Affairs Date:

POSITION SUMMARY:

- The Senior Accountant reports to the Director Corporate Services and is responsible for applying accepted accounting principles and procedures to analyze financial information and prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.
- The Senior Accountant is required to work within the Public Financial Management Act, Public Services General Orders, and PNG Tourism Promotion Authority Act.

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the Director – Corporate Affairs to formulate divisional service strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist Director – Corporate Affairs to plan, develop, and implement strategies for the Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Financial Accounting;
- Provide timely, constructive, and objective feedback to CAD Team;
- Provide necessary support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Business Development

- Assist in the development, review, and implementation of PNGTPA Financial policies, procedures, and systems;
- Ensure that financial policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;
- Assist management, staff and stakeholders with interpreting and applying financial policies and procedures;

General Duties

- Administer and monitor the financial system in order to ensure that the finances are maintained in an accurate and timely manner
- Develop, maintain and monitor the PNGTPA annual budget and expenditure.
- Maintain dialogue with the Department of Finance & Treasury on all financial management procedures and budgets.
- Maintain dialogue with the Auditor General's Office, Tax Advisors, Personnel Management and Taxation on matters relating to TPA accounts and other related issues.
- Facilitate, liaise and maintain communication with divisions in ensuring correct procedures are followed in the areas of financial management.
- Establish and maintain cash controls and general ledger
- Maintain and monitor issues of cheques for all accounts due
- Ensure security for all credits cards and verify charges
- Provide various advices on financial and policy matters to the CEO and other divisional managers.
- Attend to board submissions/meeting and any other duties as directed by the CEO and Director Corporate Services from time to time
- Develop, maintain and monitor the financial records and files
- Model good governance by behaving ethically at all times.
- Undertake any other tasks as directed by the Director – Corporate Affairs.

Quality Customer Service

- Ensure to identify and develop opportunities to provide exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Accounts' teamwork and corporate with other team members with honesty and respect.
- Create a high-performing team culture in the Accounts Section to meet and exceed customer expectations.

Occupational Health and Safety

- Perform duties in a safe and responsible manner in accordance with PNGTPA OHSE policies.

Quality of Work

- Ensure lead Accounts staff display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure encourage and guide the Accounts team to create a culture of high performance and continuous improvement in the Corporate Affairs Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Accounting, or related field;
- Minimum 5 years of work experience in a similar capacity in the public or private sector
- Demonstrated experience at the senior Accounts officer level in a diverse, complex organization;
- Strong working background in Public Services Finance Management Act.
- Sound knowledge and experience of the tourism industry in PNG.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;