



1. Job Description:

Position Title: Accountant	Position No: NMSAFA.002	Grade: 14
Incumbent: Vacant		
Division: Corporate Services	Branch: Finance & Administration	Section: Accounts
Immediate Supervisor: Manager Finance & Administration	Highest Subordinate/s:	Position No.
Location: Port Moresby (HQ)		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

To control and coordinate all Accounting functions of NMSA's Finance/ including Annual production of financial statements and other relevant information to Management and ensure the objectives of Finance Act 2000 are met.

3. Principal Accountabilities & Service Standards

- Ensure all financial accounting activities are properly managed.
- Provide strategic financial accounting advice to the Manager Finance & Administration.
- Ensure proper accountability is maintained for all Business operations, business opportunities, contracts and agreement, assets management and tendering of Goods and Services.
- Contribute to develop, implement and review NMSA's Financial policies, procedures in accordance to NMSA's Business Plan and Practices.
- Coordinate, manage, provide input, direction and advice on Annual Financial reports and Tax returns.
- Contribute to the compilation of the NMSA Annual Budget in accordance to NMSA Business Plan.
- Ensure adequate preparation of the Financial Department Annual Budget and monitoring its expenditure.
- Prepare and advise Management on cash-flow requirements of NMSA on monthly basis or as and when required.
- Ensure work is carried out in a timely and professional manner with ongoing coaching and mentoring of team members.

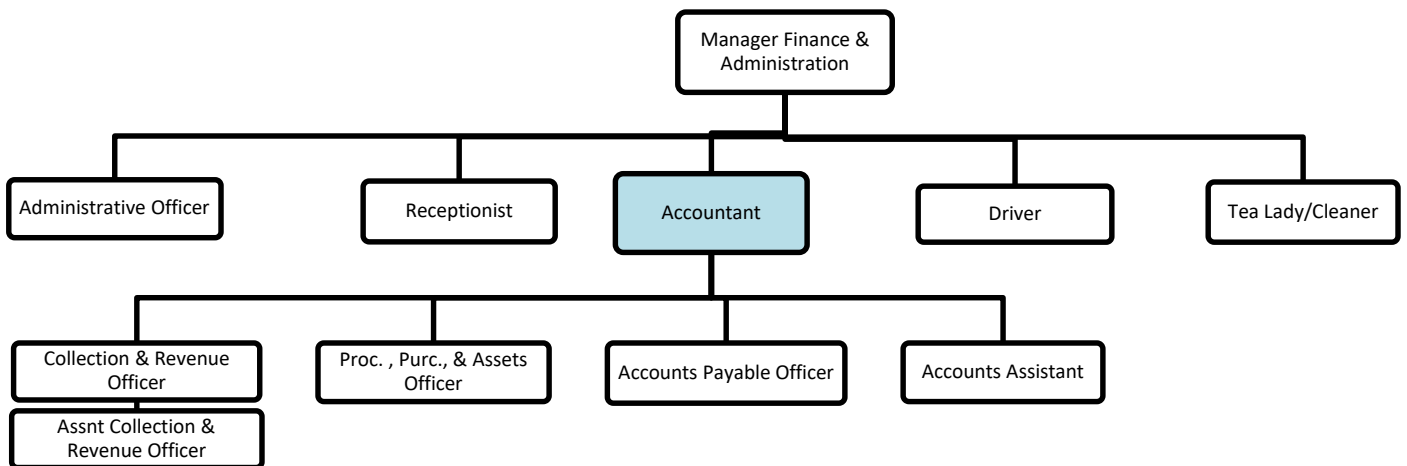
4. Dimension:

- Staff: 2
- Operating Budget: K_____.
- Equipment and facilities: 1 x Computer, Office Equipment and Facilities.

5. Nature and Scope:

- **Reporting Relationships**

The Accountant position is one of five (5) positions directly reporting to Manager Finance & Administration. Reporting to it are Collection & Revenue Officer, Procurement/Purchasing & Asset Officer, Accounts Payable Officer and Accounts Assistant.



- **Work Environment**

This position is located at the Head Office and provides accounting support to all business units.

- **Constraints, Framework and Boundaries**

Work is performed within clearly defined statutes and policies of NMSA, Public Finance Management Act and other statutory requirements.

- **Challenges**

- Ensure deadlines are met accordingly.
- Able to work under pressure.
- Operate within the given budget.
- Ensure subordinates are skilled with appropriate experience and understanding of accounting & financial controls and responsibilities.

- **Working Relationships**

Internal

- Manager Finance & Administration and branch staff, other Strategic Business Units for monthly input.

External

- All external NMSA cliental, industry users, Finance & Treasury and other relevant Agencies. Service providers, debtors and creditors, Insurance Companies, Auditor General, PNGIA.

- **Qualifications, Knowledge, Skills, Experience**

Qualification

- The incumbent must possess a minimum of Degree in Accounting, Business Management or equivalent.

Knowledge

- Have applied knowledge of NMSA Accounting Systems and procedures.
- Knowledge of Public Finance and Accounting procedures.

Skills

- Good accounting and financial analysis skills.
- Excellent financial report writing and presentation.
- Excellent Budgeting skills.
- Finance related software applications skills.
- Good customer relations skills.

Experience

Minimum of five years' experience in similar or related field.

6. General Responsibilities

These are standard to all NMSA Job Descriptions.

1. To adhere to all NMSA policies and directives including NMSA Act, Department of Transport Act/Regulations, HR policy Manual, and other relevant Acts and Policies & Procedures
2. To adhere to all employees' responsibility and appropriate conduct stipulated in HR policy Manual
3. Equal Employment opportunity to promote equality of opportunity wherever possible
4. To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA/Maritime Safety Act and OHS Act of PNG
5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised
6. To "Walk the Talk" the NMSA Values, guided by her Vision and accomplishing the Mission
7. To undertake such other duties as may be reasonably instructed or assigned by the Manager Finance and Administration.

Job Description Document Confirmation Section

Job Title: _____ Job Grade: _____

Division/Department/Section: _____

I have read and understood and hereby confirm that this is a true and accurate reflection of this job.

Job Holder – Signature

Print Name

Date

Department Manager – Signature

Print Name

Date

