



**1. Job Description:**

<b>Position Title:</b> Accounts Payable Officer	<b>Position No:</b>	<b>Grade:</b> 10
<b>Incumbent:</b> Vacant		
<b>Division:</b> Corporate Services	<b>Branch:</b> Finance & Administration	<b>Section:</b> Accounts
<b>Immediate Supervisor:</b> Manager Finance & Administration	<b>Highest Subordinate/s:</b>	<b>Position No.</b>
<b>Location:</b> Port Moresby (HQ)		

History of Position		
	DATE OF VARIATION	DETAILS

**2. Position Purpose:**

Responsible for providing and coordinating of all Accounts Payable responsibilities

**3. Principal Accountabilities & Service Standards**

- Ensure all claims, invoices are collected, sorted and payments raised accordingly
- Ensure detailed information of service providers and or claims are verified and approved by Manager Finance and Admin before being processed.
- Provide reconciliation statement of payment on monthly basis to Manager Finance.
- Liaise with NMSA clients regarding overdue payments of fees/charges.
- Ensure all invoices are settled on time.
- Enter receipt of payments to update records accordingly.

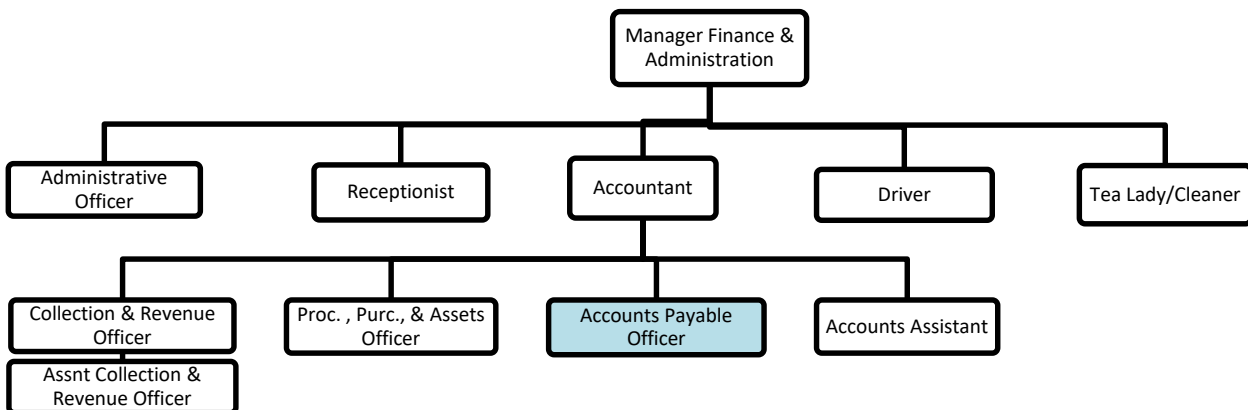
**4. Dimension:**

- Staff:
- Operating Budget: K\_\_\_\_\_.
- Equipment and facilities: 1 x Computer, Office Equipment and Facilities.

**5. Nature and Scope:**

• **Reporting Relationships**

The Accounts Payable Officer is one of four (4) positions reporting to the Accountant.



• **Work Environment**

This position is located within the Finance & Administration branch at the Head Office.

- **Constraints, Framework and Boundaries**
  - Work is performed within clearly defined statutes and policies of NMSA, and other statutory requirements.
- **Challenges**
  - Ensure deadlines are met accordingly.
  - Able to work under pressure.
  - Operate within the given budget.
- **Working Relationships**

Internal

- Reports directly to the Manager Finance & Administration and or Accountant .
- Liaise with other staff within the branch.

External

- Industry and users.
- Finance & Treasury and other relevant Government Agencies.

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

**Qualification**

- Appropriate University Degree or Diploma in Accounting/Commerce, and or Business Management.

**Knowledge**

- The NMSA Accounting Systems and procedures.
- The NMSA Business Plan and associated policies and procedures.
- Public Finance and Accounting procedures.

**Skills**

- Computer skills.
- Business Management skills.
- Accounting skills.

**Experience**

- At least 5 years of working experience in a 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.

