



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION	POSITION NO.: Project
SCHOOL/OFFICE: Centre of Excellence in IT	CLASSIFICATION: NN7
DIVISION/STRAND:	POSITION TITLE: Accounts Officer
BRANCH:	IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION: Centre Head
SECTION:	HIGHEST SUBORDINATE CLASSIFICATION & POSITION:
LOCATION: Wagaini Campus	

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

This position is responsible for providing financial information to management by researching and analyzing accounting data and preparing reports.

ACCOUNTABILITIES

The Accountant will be responsible for managing all financial transactions. Prepares special financial reports by collecting, analyzing, and summarizing account information. Assisting in centre coordination activities viz. admission and management.

MAJOR DUTIES

- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Recommends financial actions by analysing accounting options.
- Assisting Centre's Administration activities.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides students by coordinating activities and answering questions.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintains customer confidence and protects operations by keeping financial information confidential.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

- Diploma or Bachelor in Accounting, Finance or relevant.
- Work experience as an Accountant or equivalent

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

1. Excellent knowledge of accounting regulations and procedures.
2. Hands-on experience with any accounting software.
3. Excellent organizing abilities
4. Good understanding of accounting and financial reporting principles and practices.
5. Excellent knowledge of MS Office and familiarity with relevant computer software
6. Great attention to detail
7. Multi-tasking
8. Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.	DATE OF VARIATION	DETAILS