



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	Sequence. NO: 66	Position. NO: CPS08
DESIGNATION/ CLASSIFICATION:	AO Accounts Payable, Grade 8.	
DIVISION: Corporate Services	LOCAL DESIGNATION: Head Quarter, Port Moresby	
BRANCH: Finance	REPORTING TO: Senior Certifying Officer	Position No: CPS05
HIGHEST SUBORDINATE	POSITION NO:	

HISTORY OF POSITION

POSITION NO.	DATE OF VARIATION	DETAILS
CPS08	OC Decision No. M5-2024 Of 23.05.2024	As a result Organizational Restructure

2. PURPOSE

This positions main function is to assist in the preparation and settlement of accounts in accordance with the Commission's Financial Procedures manual, ensuring that all financial transactions are checked and processed in a timely manner in support of the operations of the Commission. The officer maintains the Debtors and Creditors Registers and prepares aged listing reports on regular basis

3. ACCOUNTABILITIES

The position is responsible and accountable of maintaining Trade Creditors listing and ensuring that all accounts are settled on a timely basis including payment of monthly rentals of officers residing in OC rented accommodation.

- Provide to Finance Manager the monthly briefs on expenditure report and task update and status.
- Ensure that all expenditure request, claims or invoices shall “strictly comply” the procurement and audit requirements.
- Ensure that all expenditure shall be counter sighted, endorsed or approved by Secretary, Counsel, Ombudsmen and Chief Ombudsman. The Chief Ombudsman delegations are only restricted to Secretary, Counsel, Ombudsmen and Manager Finance.

4. MAJOR DUTIES

- Processing payments according to invoices on a timely manner.

- Maintain and reconcile the listing of Creditors and preparing payment vouchers according to invoices
- Effective use of the IFMS to ensure creditors and relevant suppliers' claims are processed on timely manner.
- Custodian of petty cash and replenish on monthly basis.
- Banking of cheques/payments as and when required.
- Ensure proper filing of Accounts payable payment vouchers and invoices.
- Data Entry Payments Operator under IFMS task, purposely for payment run and drawing cheques.
- Other duties or tasks required by Finance Manager.

5. NATURE AND SCOPE

The position reports to the Finance Manager and is responsible for the trade creditors' payment/settlement including relevant suppliers' payments.

5.1 WORKING RELATIONSHIP

(a) Internal

- Facilities & Assets Manager and Director Corporate Services
- Divisional Directors, Managers, and Officers

(b) External

- Relevant suppliers and vendors

5.2 WORK ENVIRONMENT

Perform its duties within the provisions of the *OC Financial Procedural Manual (OCFPM)*, *Public Finance Management Act (PFMA)*, *Public Finance Management Manual (PFMM)*, *National Procurement Act (NPA)* and the *Financial Instructions (FI)* issued by Department of Finance.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Accounting/Commerce, Business Management. Bachelor's Degree in Accounting/Commerce is desirable.

(b) Knowledge

- Has adequate knowledge and skills in Financial Accounting and Management including the international accounting standards and practices.
- Is well vest with the public sector financial requirements specified under the *PFMA*, *PFMM*, *NPA*, and *Financial Instructions by Department of Finance* and other *Acts of Parliament* relevant to financial management?
- Has knowledge on the use of IFMS (Integrated Financial Management system)

(c) Skills

- Has exceptional skill and knowledge in use of MS Excel and other relevant software's relating to financial management.
- Good written and spoken English.
- Good computer skills, particular the use of MS Excel.

(d) Work Experience

- More than five (5) years of experience in similar position.
- The position requires adequate and extensive experience in the use of the Integrated Financial Management System (IFMS).



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 07/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025