



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO:	POS. NO: IOFA:004
OFFICE:	DESIGNATION/CLASSIFICATION: BANK RECONCILIATION OFFICER – GR.11	
DIVISION: FINANCE & ADMINISTRATION	LOCAL DESIGNATION: BANK RECONCILIATION OFFICER	
BRANCH:	REPORT TO: ACCOUNTANT	SYS. POS. NO. REF. NO. IOFA:003
SECTION: FINANCE	LOCATION: HEADQUARTERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
OD2.7 – FA004	02.03.2015	CREATED

3. PURPOSE

Provide support to the Accountant in ensuring that all cash resources, such as grants, bank transfers and on all other matters relating to cash resources are properly executed.

4. DIMENSIONS

This position assists the Accountant in all finance related activities. This position does not play a supervisory role.

5. PRINCIPLE ACCOUNTABILITIES

Provide assistance to ensure that the development of new initiatives, reviews of current processes/policies and improve the outcomes of all other divisions of the Organisation by delivering financial and accounting support services with the resources available.

6. MAJOR DUTIES

- Provide assistance to the Accountant on the grants, transfer and compiling of appropriate data entry from for input into the general ledger.
- Assist in the preparation of bank transfer approval from authorized requisition and submit to the bank within the time limit as prescribed.
- Conduct reconciliation of NIO Account and writing up NIO cash book
- Conduct reconciliation bank transfer made on request with the amounts in the finances forms received and investigate in respect of discrepancies and take corrective action in consultation with the Accountant.
- Assist the Accountant by constantly monitor the reimbursement from various drawing accounts for reconciliation with the Bank transfer and unrepresented cheques.
- Attend to queries and correspondences relating to financial issues upon direction by the Accountant and the Director (Finance and Administration).

- Liaise with the Department of Treasury, Budget Division on budget ceilings, monthly cash flows and any other budgetary issues upon direction by the Accountant and the Director (Finance and Administration).
- Provide assistance to ensure that Warrant Authorities and CFCs are issued on a timely manner.
- Provide assistance to the Accountant in providing timely reports on payroll costing, Organisational expenditure reports and briefs to the Senior Executive Management.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Report to the Accountant on all matters relating the duties and responsibilities on daily basis.
- Regular and daily liaison and contacts with all Finance and Administration staff.

External

- Liaison with relevant organisations on matters relating to Finance and Administration matters as directed to do so by the Accountant and Director – Finance and Administration.

7.2 WORK ENVIRONMENT

This position plays a specialist and an administrative role at the same time.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of National Intelligence Organization include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010-2030)
- PNG Medium Term Development Plan (2011-2015)
- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- National Intelligence Organization Act
- Internal National Intelligence Organization Policies and Procedures

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of National Intelligence Organization.

9. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Help employees align their personal goals with divisional goals, encourage employee communication and cooperation and provide a work environment that is appropriate for the work and conducive to employee well-being so that the staffs are more productive;

- National Intelligence Organization is operating within limited resources. These limited resources include salary and allowances/benefits constraints, gender equality issues, culture issues and complicated and unfriendly concepts introduced in the Public Service thus making it difficult for National Intelligence Organization to progress one step further. In addition, gaps created as results of staff turnover or staff undertaking long term study at a senior level can influence priorities. The public, relevant portfolios and the Government more broadly need to understand this impact, and;
- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

10. SKILLS AND EXPERIENCES

Job Specific Skills

Essential and Desirable Requirements (formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

Essential

Qualifications: A Diploma in Accounting, Commerce, Business Administration or Business Management from a recognised institution.

Work experience: Work experience in, finance, accounting and/or specifically bank reconciliation.

Communication skills: Well developed oral and writing skills together with the ability to produce quality briefs/papers/correspondence. Ability to review and provide positive feedback on materials often prepared or over sighted by a senior staff. Ability to present to different audiences on a variety of topics.

Research & analytical skills: Able to quickly assimilate information and provide concise, well-researched materials suitable for submission to senior management on strategic issues impacting on NIO. Must be able to identify consequences and provide balanced responses to such issues in light of their potential impact on NIO and government.

Teamwork: Able to work well with colleagues. Respond in a timely manner to requests from colleagues and superiors and share relevant information within the Section, Division, and Organisation and with other stakeholders. Ability to participate in a team on specific projects.

Meetings and stakeholder relationships: Able to organise meetings and workshops, prepare agendas and represent the Section and Division at internal & external meetings. Be motivated and have a desire to satisfy staff of the Organisation and external stakeholders. Be able to manage the information gathering process in an environment where many will consider the time required for long term planning as an additional impost on their work and not necessarily understand the significance of the planning and reporting processes.

Workload and time management: Able to help identify team priorities, plan tasks and meet deadlines. Ability to manage multiple tasks often with competing deadlines.

Desirable

Qualifications: A Degree in Accounting, Commerce, Public Administration, Business Management, or a related discipline from a recognised institution would be highly regarded.

Work experience: Experience in the usage of Integration Financial Management System (GoPNG Accounting System) would be highly regarded.

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