



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

“Sustaining Our Future”

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FORM 2.3

JOB DESCRIPTION

		POS. NO: UNRE PRS 007
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION <i>Senior HR Payroll Officer</i>	
OFFICE/AGENCY CHANCELERY	LOCAL DESIGNATION <i>Chief Financial Officer</i>	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE <i>Deputy Bursar</i>	POS. NO. <i>UNREBO 003</i>
BRANCH <i>Business & Finance</i>	IMMEDIATE SUPERVISOR <i>PRO – VC (Admin/Dev)</i>	POS. NO. <i>UNREEX 004</i>
SECTION <i>Bursary</i>	LOCATION <i>Vudal, ENB</i>	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC- Vudal/95	12/12/1995	New Establishment, newly created
SCMC –Vuda/00	10/06/2000	Re-structure/Re-organization
SCMC – UNRE/05	21/07/2005	Re-structure/Re-organization

1. PURPOSE

The Senior Payroll Officer is responsible for the provision of accurate and timely payment of wages and salaries through PGAS Payroll Systems in line with legislative requirements, policies and procedures, as well as high level customer service to management and employees on conditions of employment matters .

2. ACCOUNTABILITIES

- Effective and efficient administration of the financial activities for UNRE through HRM.
- Ensure financial activities are done accurately and on timely basis.
- Efficient and reliable maintenance of salaries, numeration and other terms and conditions of employment of UNRE staff.
- Timely communication of Decision/ advice from the HR, Registrar & Bursar
- Effective reviews on process involve in dealing with financial matters.

3. MAJOR DUTIES

- Check and calculate fortnightly salary and wages of employees of the University
- Check and calculate statutory deductions and fortnight and payment to respective same in order.
- Liaise with all banks regarding deposit of salary and wages and ensure transactions of same in order.
- Liaise with Human Resource on matters relating to terminal payout, deductions, allowances, payment etc and process through payroll.
- Check and do ledger reconciliation.
- Advise Assistant Accountant, Registrar and HR on matters relating to the University payroll.
- Provide monthly report to the Assistant Accountant Payroll.
- Perform other duties directed by the Assistant Accountant Payroll.

4. POSITION AND PERSON SPECIFICATIONS

a. QUALIFICATIONS

- Bachelor Degree Qualification in Accounting/Commerce or Business Management
- Certified Practicing Accountant from a recognize University

b. KNOWLEDGE

- Public Service Financial (Management) Act
- Public Service Management Act
- PS General Order
- UNRE Act

- UNRE Statute
- Payroll & PGAS Systems.

c. SKILLS

- Computer literate (Word/Excel) and MS Access
- Should possess Management/Supervisory skill
- Public Relation skills
- In good health
- Able to work under pressure and overtime
- Be able to keep confidentiality at all time.

d. WORK EXPERIENCE

- 5 years in accounting
- 5 years in management/ Supervisory roles
- 5 years relevant experience in Payroll & PGAS