



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

"Sustaining Our Future"

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FORM 2.3

JOB DESCRIPTION

		POS. NO: UNRE PRS 004
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION <i>Payroll Assistant</i>	
OFFICE/AGENCY	LOCAL DESIGNATION <i>Payroll Assistant</i>	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE	POS. NO.
BRANCH	IMMEDIATE SUPERVISOR <i>Payroll Officer</i>	POS. NO.
SECTION <i>Registry</i>	LOCATION <i>Vudal</i>	

HISTORY OF POSITION

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

1 PURPOSE

Assistant payroll officer is a payroll professional responsible for providing support in the various functions, which include recording and filing of payroll documents and assist by attending to payroll queries.

ACCOUNTABILITIES

- Responsible for coordinating the payroll matters and reporting to OIC Payroll and Payroll Officer, ENP Campus

2 MAJOR DUTIES

- Assist with Preparation of fortnightly pay variation advice for staff.
- Assist with Payroll banking.
- Assist in ensuring payment and schedules of salary deductions amount and records are correct and dispatch according to various companies.
- Assist with fortnightly reconciliation of IRC deductions and make sure payments are done on time.
- Fortnightly updating of IRC record for staff year end statements of earnings.
- Recording and filing of payroll documents
- Assist by attending to payroll queries.
- Perform other duties as assigned by OIC Payroll and Payroll Officer.

POSITION AND PERSON SPECIFICATIONS

3 QUALIFICATIONS

- A Diploma/Bachelor in Accounting from a recognized University or equivalent qualification.

4 KNOWLEDGE

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

5 SKILLS

- Numeracy and Mathematical
- Computer literate (Word/Excel)
- Should possess accounting skills.
- Good Public Relation skills
- Commitment to work under pressure and to establish priorities.
- Good moral character.

6 WORK EXPERIENCE

- Minimum of 3 years' experience in Payroll Section