



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	PAY MASTER
Report to:	MANAGER – ACCOUNTING
Division/Branch/Section:	CORPORATE SERVICES
Location:	HEADQUARTER
Classification/ Salary Range:	CUS 08 K54,563 – K66,689
Position n°:	CUCS 034
File n°:	

DUTY STATEMENT:

The Pay Master's overall responsibilities is to record all payments prepared by accounts and ensure the payments are disbursed according to established protocols.

EDUCATION AND EXPERIENCE:

- Bachelor Degree in Accounting or other qualification relevant to the position.
- Over two (2) years experience in accounting work.
- Ability to work as an individual or a team worker.

KEY COMPETENCIES:

- The Pay Master should have sound numerical skills, and pays attention to details and accuracy.
- Possess good analytical skills, and ability to communicate, both orally and in writing, in a clear and concise manner.
- Proven ability to work effectively either as individual or member of a team and relate effectively with staff at all levels of the organization.
- Ability to motivate and lead staff be able to work under pressure and long hours.

KEY RESPONSIBILITIES

The Pay Master has the key responsibility of ensuring all payments cheques and advices are correctly recorded in the register and to disbursed them on time. Other responsibilities include;

- To maintain General Cheque Register, where all cheques or payment advices raised are correctly recorded.
- To maintain a travel Advance Register to record all cash advances paid to officers, and these advances are acquitted within reasonable time.
- To physically pay out all cheques to service providers as well as employees.
- To ensure filing of all claims and paid vouchers are correctly done for future use.
- Provide services to the Counter and attend to claim queries.

MINOR RESPONSIBILITIES

- Perform other duties as directed.
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