



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	Payroll Officer- NRO
Report to:	Manager Payroll
Division/Branch/Section:	Corporate Services/Human Resource
Location:	Head Quarters
Classification/ Salary Range:	CUS 08 / K54, 563 – K66, 689
Position n°:	CUHR 018
File n°:	

DUTY STATEMENT:

The overall responsibility of the Payroll Officer- Southern Regional Operations is to provide accurate, timely, and efficient payroll services to the Northern Regional Operations team.

EDUCATION AND EXPERIENCE:

- Bachelor's degree/ Diploma in Business, HR or relevant to this position.
- Minimum three (3) years of experience in payroll, and the use of a computerized payroll system.
- Experience in the use of Microsoft Office suite of products.
- Ability to plan, lead, organize and coordinate work

KEY COMPETENCIES:

- The Payroll Officer should have sound numerical skills, attention to detail and accuracy
- Personal and people management abilities including supervision, team building and conflict resolution.
- Proven ability to work effectively either as an individual or member of a team and relate effectively with staff at all levels.
- Proven ability to communicate, both orally and in writing, in clear and concise manner
- Proven ability to quickly learn new information, processes and procedures
- Proven ability to meet deadlines and identify and deal with problems

KEY RESPONSIBILITIES

The key responsibility of the Payroll Officer is to ensure the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes. Other responsibilities include;

- Prepare payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- Assist the organization to meet its taxation. Superannuation and other mandatory and statutory obligations through processing and preparation of returns, related reports, forms and other documentation as requested.
- Provide a responsive, accurate client advisory service on payroll matters, resolve

difficult enquires and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.

- Contribute to the application and monitoring of HR practices, principle, and delegations.
- Contribute to process improvement by participating in a range of payroll and service delivery reform activities.

MINOR RESPONSIBILITIES

- Provide advice to all as and when required.

The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Papua New Guinea Customs Council and form the basis of a contract between the employer and employee.

**Assistant Commissioner-Corporate Services
Desmond Kenehe**

**Chief Commissioner
Ray Paul, OBE**

Dated._____

Approved By Papua New Guinea Customs Council

Dated_____

Reference:- PNGCC Decision N^o:..... Meeting N^o:.....

