



The University of Papua New Guinea

POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Financial Compliance & Reconciliation Lead
POSITION NO.:	323040
CLASSIFICATION:	NN8
IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:	Bursar
HIGHEST SUBORDINATE CLASSIFICATION & POSITION:	
SCHOOL/OFFICE:	
DIVISION/STRAND:	Bursary
BRANCH:	NA
SECTION:	NA
LOCATION:	Gunther Building, Waigani Campus

ROLES AND RESPONSIBILITIES OF THE POSITION

PURPOSE

The purpose of the Financial Compliance and Reconciliation Lead is to provide support and work with the Treasury and Budgeting teams and the Bursary management to ensure various Bursary Division work activities are successfully delivered against the University's Strategic Plans and Action Plans. Financial Compliance and Reconciliation Lead (FCRL) is a strategically important back-office position that supports the University's financial integrity, bank reconciliation oversight, and fiscal transparency. The role also contributes to quarterly government reporting and provides weekly cash flow insights working collaboratively with the Budget and Treasury sections. The FCRL is also expected to ensure all documentation, control, and maintenance of Bursary Division tasks are implemented and delivered within the University (UPNG) or the Bursary Division expected standards, management systems and within the projected timeframe and compliant within existing requirements ethically and professionally and that confidentiality is maintained at all times.

ACCOUNTABILITIES

- Execute monthly reconciliations for the University bank accounts.
- Investigate transaction discrepancies and ensure complete documentation support.
- Maintain organized reconciliation records for audits and reviews.
- Work closely with the Budget Officer to monitor and report budget performance.
- Assist with quarterly budget updates to relevant Government in accordance with Budget Circulars and reporting formats.
- Collaborate with the Assistant Bursar - Management Services to prepare and submit weekly cash position reports.
- Track liquidity levels and segment cash receipts and payments by revenue stream and by expenditure categories.
- Recommend improvements to reconciliation workflows and reporting procedures.
- Ensure accurate reconciliation of budget figures, expenditures, and financial statements, addressing any discrepancies or errors.
- Support digitization efforts and risk mitigation strategies.
- Engage internal teams (e.g., Accounts Payable/Receivable, Treasury) to ensure consistency in financial data.
- Provide support for internal/external audits and guide junior staff in reconciliation protocols.
- Ensure adherence to financial regulations, policies, and procedures set by regulatory bodies and the university.
- Any other responsibilities required by the Bursary Management.

MAJOR DUTIES

Occupational Health and Safety

- Ensure to establish, monitor, and maintain exemplary housekeeping standards in the team or business unit.
- Ensure that all work tasks or duties are performed safely and responsible manner by the University OHS&E procedures and take action or report on accidents, incidents, and near misses to the relevant staff and/or safety representatives.
- Ensure to coach/counsel others on unsafe workplace behaviors and practices where required or necessary.

Quality Customer Service

- Ensure to be attentive to meeting customer needs whenever required/needed and take action without being asked.
- Ensure to create an environment for welcoming feedback from team members and others including achieving results within expected periods.
- Ensure to identification and development of opportunities to provide quality products and exceptional service to customers and internal managers that benefit the University.

Quality of Work

- Ensure to coach and lead team members display quality work that reflects high professional standards and a high degree of accuracy.
- Ensure to work efficiently, keep promises, and deliver results on time or before due dates.

Continuous Improvement

- Ensure encourage and guide team members to create a culture of high performance and continuous improvement in the section or business unit to meet and exceed customer expectations.
- Ensure to creation of an environment for team members to seek out opportunities for a value-added change or project and continually challenge work processes or the status quo.
- Ensure to encourage team members to think outside of the box and try a new way of doing things, including solving problems and making decisions.

Team Work and Co-operation

- Ensure work and cooperate with team members with honesty and respect.
- Create a high-performing team culture in the team including coaching team members on work performance to meet and exceed customer expectations.
Ensure to take personal responsibility for failures, mistakes & errors, and positively seek alternative solutions to the issues identified

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

- A bachelor's degree in finance, accounting, or a related field (CPA preferred).
- Three to five years of experience in financial reporting, reconciliation, or audit functions.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Proficiency in Excel and financial systems.
- Knowledge of government grant reporting and budget tracking.
- Strong attention to detail, analytical capability, and communication skills.
- Discretion and integrity in handling sensitive data.
- Solutions-oriented and collaborative with cross-functional teams.
- Committed to excellence and continuous improvement.
- Excellent written and verbal communication skills.
- Demonstrated leadership abilities, including the capability.
- Strong problem-solving abilities.
- Upholding professional ethics, confidentiality, and integrity.
- Effective time management skills.
- A willingness to embrace continuous learning, seek feedback, and implement improvements.
- Any other assignment as requested by the Bursary management.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)		
UPNG FILE NO.:	DATE OF VARIATION	DETAILS