



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFAFCD.001
<b>OFFICE:</b> LEVEL 8, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> FIRST ASSISTANT SECRETARY - ACCOUNTING FRAMEWORKS & COMPLIANCE DIVISION, GRADE 19	
<b>DIVISION:</b> FINANCIAL REPORTING AND COMPLIANCE	<b>LOCAL DESIGNATION:</b> ACCOUNTING FRAMEWORKS & COMPLIANCE DIVISION	
<b>BRANCH:</b> EXECUTIVE MANAGEMENT	<b>REPORTING TO:</b> DEPUTY SECRETARY – OPERATIONS WING <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFEX.006	
<b>SECTION:</b> N/A	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.02.2025	Reviewed & revised according to Re-org

2. PURPOSE

To provide leadership to, and manage the operations of, the four Branches within the Financial Reporting & Compliance Division, which include the Statutory Authorities Monitoring Branch, the General Ledger Branch, the Financial Reporting Branch and the Frameworks & Standards Branch.

This position has the mandate as a section 32 officer, accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

3. DIMENSIONS

The First Assistant Secretary – Accounting Frameworks & Compliance Division reports to the Deputy Secretary – Operations, and oversees the activities of the Branches through four subordinate managerial positions:

- Assistant Secretary – Statutory Authorities Monitoring;
- Assistant Secretary – General Ledger;
- Assistant Secretary – Frameworks and Standards;
- Assistant Secretary - Procurement Coordination.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and other senior management in the Department of Finance by providing oversight on the accounting policies, procedures, systems and operations of government in order to assist with the efficient and effective delivery of the Department's priorities and objectives.
- Monitor the levels of compliance by government entities with accounting requirements and facilitate improvements to the accounting, monitoring and financial reporting frameworks
- Oversight the timely publication of accurate Consolidated Public Accounts and other financial reports within the legal timeframe set out in the Organic Law.

- Assist the Deputy Secretary – Operations, and the Secretary, through the provision of effective leadership and management of the Financial Reporting & Compliance Division.
- Provide guidance and advice to the Assistant Secretaries in the Statutory Authorities Monitoring, General Ledger, Communications & Reporting and the Frameworks & Standards Branches to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of Key Result Areas (KRAs) for the Statutory Authorities Monitoring Branch, the General Ledger Branch, the Financial Reporting Branch and the Frameworks & Standards Branch.

## 5. MAJOR DUTIES

- Contribute to the overall leadership and management of the Operations Wing as directed by the Deputy Secretary – Operations in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Statutory Authorities Monitoring Branch:
  - Ensure spending by Statutory Authorities are reviewed, analysed and reported to the Secretary each month
  - Ensure applications for Authorities to Pre-Commit are processed quickly and accurately with sound advice provided to the Committee
  - Ensure Financial Controllers are skilled, well managed and ensure that all financial transactions comply with the PFMA
  - Monitor reaction times to audit findings at statutory authorities.
- General Ledger Branch:
  - Ensure timely and accurate update and ongoing maintenance of the whole of government general ledger is evidenced
  - Ensure financial reports (financial statements and bank reconciliations) for Provincial Government and Local Level Governments are received within the legislative timeline and are of satisfactory quality
  - Monitor reaction times to audit findings at government departments.
- Financial Reporting Branch:
  - Ensure preparation of whole of government annual and quarterly financial statements occurs in accordance with agreed timetables.
- Frameworks & Standards Branch:
  - Provide accounting advice to the government on accounting policies and accounting standards on public monies, assets and liabilities
  - Advise on improvements to breadth, depth and quality of financial information provided by government entities
  - Lead ongoing reviews on the Public Finance (Management) Act (PFMA) 1995, Financial Management Manual (FMM) and the Financial Instructions.
- Encourage and facilitate innovation in business processes across the Department (at the Department, Wing, and Divisional levels) and identify initiatives to facilitate improvements in Whole of Government processes.
- Provide high level advice on issues relating to the strategic development of the Department, operational performance, workforce and corporate planning, risk management, Parliamentary liaison and the reputation of the Department.
- Support the Deputy Secretary – Operations and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department as required on relevant boards, supplies & tenders' boards and committees.
- Manage the performance of all Assistant Secretaries in the Financial Reporting & Compliance Division and provide strategic planning, direction and leadership to ensure that:
  - The Division and Branches are adequately resourced to deliver on their priorities





- Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed;
- Divisional and Branch finances are administered effectively, efficiently and diligently;
- All Finance policies and procedures are adhered to correctly; and
- The Division and Branches have up to date work plans that are monitored and reported against.
- Deputize for the Deputy Secretary – Operations in all aspects of their responsibilities, as required.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Reports to the Deputy Secretary – Operations
- Work alongside other Divisional heads in the Department of Finance
- Direct management of the Assistant Secretary – Statutory Authorities Monitoring, Assistant Secretary – General Ledger, Assistant Secretary – Financial Reporting Branch and the Assistant Secretary – Frameworks & Standards.
- Direct management of support staff to the Office of the First Assistant Secretary – Financial Reporting & Compliance Division.
- Regular liaison and contact with other Department of Finance staff across all Divisions.

#### (b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary– Operations and the Secretary of Finance.

## 7. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

### Qualifications and Experiences:

- Master's Degree in Accounting, Economics, Commerce or related discipline from a recognised University within PNG or abroad;
- Ten (10) years' experience in Government Accounting, Financial Audits, Financial Management and reporting with at least 7 years at managerial levels;
- Experience in Cash Management, Expenditure control and related responsibilities with compliance to legal mandates;
- Exposure in IFMS, Government payroll/ALESCO, Staff Remuneration, entitlements and benefits;
- Efficient in leading team of professionals in achieving corporate objectives of the department as outline in annual and corporate work plans;
- Exposure in managerial roles with similar levels of responsibility.

### Knowledge:

- Knowledge of the Public Finances (Management) Act, Public Service General Orders, Organic Law on Provincial and Local Level Government, and other laws that governs the operations of the department;
- Knowledge of communication at the management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Extensive knowledge of government finance administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices;
- In depth knowledge of the ALESCO/Ascender Payroll System.

### Skills and Abilities:

- High level of Communication and Interpersonal Skills;



- Ability to produce reports on Accounting, Financial and Payroll issues;
- Proven ability to lead division and manage team of professionals;
- Ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the Division;
- Ability to provide effective management advice to external clients.

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

**STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:**

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **First Assistant Secretary – Accounting Frameworks & Compliance Division, Gr. 19**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date.....

Division Head Signature:..... Division Head Title:.....

