



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.005
OFFICE: Twin Tower 01	DESIGNATION/CLASSIFICATION: PRINCIPAL ACCOUNTANT COMPLIANCE, GRADE 16	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE	LOCAL DESIGNATION: PRINCIPAL ACCOUNTANT COMPLIANCE – FRAMEWORKS & STANDARDS	
BRANCH: FRAMEWORKS & STANDARDS	REPORTING TO: AS – FRAMEWORKS & STANDARDS SYS. POS. NO: REF. NO: DFAFCD.004	
SECTION: FRAMEWORKS & STANDARDS	LOCATION: Twin Tower 1, Waigani	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	18.03.2025	Revised & Redesigned

2. PURPOSE

To manage and provide support and assistance to the Assistant Secretary – Frameworks & Standards in monitoring all users of Public Resources and ensuring that all objective or activities are in compliance to PFMA, NPA and NTRA legislations.

3. DIMENSION

The Manager – Compliance & Enforcement reports directly to the Assistant Secretary – Frameworks & Standards under Accounting Framework & Compliance Division and is responsible for the Enforcement Officer.

4. PRINCIPLE ACCOUNTABILITIES

- i. Assist the Assistant Secretary – Frameworks & Standards in relation to compliance Section to provide timely reports;
- ii. To undertake activities associated with Compliance & Enforcement;

- iii. Ensure all state agencies comply with the statutory reporting requirements in a timely manner;
- iv. People, management and administration of the compliance section; and
- v. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

Perform Accounting Duties and Delivering Policy Advices.

- Effectively monitor and ensure the respective roles and responsibilities of section are functioning.
- Providing assistance and accounting advice on compliance aspects of the Government's mandatory reporting requirements.
- Keeping proper Register/Filing and documentation for all PAC matters.
- Prepare and promulgate Financial Instructions and Finance Circulars on financial reporting standards of the national Government, Provincial Government and LLGs.
- Ensure that the Financial Instructions are widely distributed for implementation.
- Have up to date financial framework guidance available for the DoF website.

Disseminating significant Financial Management issues through Financial Information Forum.

- Participants and presenters are invited to participate and present at the Financial Information Forum.
- Ensure logistics are in place a week before prior to the Forum.
- Calling and confirming both the presenters and the attendees for the Forum.
- Make summary report of the forum to the Executive Management.

Preparation and Presentation of Documents.

- Documents are well written with strong attention to grammar, punctuation and structure.
- To prepare and present documents, reports, letters, minutes, etc that are of a high standard.
- Ensure that the briefs/minutes are signed and sent out.
- Prepare the Section 32 Officer's gazetted instrument and send out to the intended recipient once signed by the Secretary.
- Distribution and follow ups made.
- Ensure the responses to external correspondences turnaround time is three days.



Reviewing the Audited Financial Statements

- Reviewing the audited Financial Statements submitted by the Auditor-General.
- Liaise with the Officers of the Auditor General on the technical financial accounting and reporting standards for Public Bodies and Public Accounts.
- Do a brief in making recommendations and providing advices to the concerned agencies regarding their financial statements?
- Make sure that the agencies comply with the Public Finance (Management) Act and other legislation when utilising the public funds.

- Ensure all state agencies comply with the statutory mandatory reporting requirements in a timely manner.

Document management

- An efficient and effective document management system is created, managed and maintained including:
 - Hard copy documents are filed in a logical and easily retrieved manner.
 - An electronic filing system is established and utilised efficiently.
 - The Department's Records Management Policy is fully complied with to ensure secure archiving of essential records is undertaken.

Other Duties as Directed

- To undertake any other duties as directed by the Assistant Secretary Frameworks and Standards.
- Monitor, manage and coordinate the activities of the Senior Policy Officer.
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE OF THE WORK

(a) Internal

- Liaise closely with the Reports to the Assistant Secretary – Frameworks & Standards Branch (Accounting Framework & Compliance Division);
- Works alongside with the Manager – Policy & Standards; and
- Supervises the Enforcement Officer.

(b) External

- Liaise with relevant organisations as directed by the Assistant Secretary.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions;
- National Procurement Act;
- Non-Tax Revenue Administration Act;
- Public Service (Management) Act and General Orders;
- PNG Vision 2050;
- Development Strategic Plan (2010 – 2030);
- Internal Department of Finance Policies and Procedures;
- Gender Equity & Social Inclusion Policy;
- Ethics and Value-based Executive Leadership & Management Capability Framework; and
- Current Corporate Plan and Annual Operational Plan.



7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters.
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.



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7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS).

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained to efficiently undertake their roles and responsibilities under Public Finance Management areas in accordance with the Finance legislations and other legislations as well.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experiences:

- A Degree in Accounting or Public Finance management from a recognised University or Tertiary Institute;
- Extensive experience in Public Finance space within Public Sector/Agency;
- Have at least 6 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member; and
- Good exposure working in Public Sector Accounting.

Knowledge:

- High level knowledge of written and oral communication skills;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act & National Procurement Act; and
- Practical knowledge of compliance to PFMA & NPA legislations.

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving and related issues;
- Effective report writing and presentation skills;
- Have the ability to provide advice on various sections of Finance legislations;
- Proven ability to lead and manage a small team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure; and
- Ability to provide effective management advice.

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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 **Principal Accountant - Compliance, Gr16 –DFAFCD.005**. 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.....

