



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.007
OFFICE: Twin tower 1	<b>DESIGNATION/CLASSIFICATION:</b> COMPLIANCE OFFICER, GRADE 12	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE	<b>LOCAL DESIGNATION:</b> COMPLAINECE OFFICER –FRAMEWORKS & STANDARDS	
BRANCH: FRAMEWORKS & STANDARDS	<b>REPORTING TO:</b> PRINCIPAL ACCOUNTANT COMPLIANCE. <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.005	
SECTION: FRAMEWORKS & STANDARDS	<b>LOCATION:</b> Twin Tower One	

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

#### 2. PURPOSE

To provide support and assistance to the Manager – Compliance in monitoring all users of Public Resources and ensuring that all objective or activities are in compliance to PFMA and NPA legislations.

#### 3. DIMENSION

The Enforcement Officer reports directly to the Manager – Compliance under Accounting Framework & Compliance Division.

#### 4. PRINCIPLE ACCOUNTABILITIES

- i. Assist the Manager – Policy & Standards of Frameworks & Standards branch in relation to compliance section to provide timely reports;
- ii. To undertake activities associated with Policy & Standards ;

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

## 5. MAJOR DUTIES

### Perform Accounting Duties and Delivering Policy Advices:

- Providing assistance and accounting advice on compliance aspects of the Governments mandatory reporting requirements.
- Prepare and promulgate Finance Instructions and Finance Circulars on financial reporting standards of the national Government, Provincial Government and LLGs.
- Ensure that the Financial Instructions are distributed and follow up for implementation.
- Have up to date financial framework guidance available for the DoF website.
- Review and amend existing Financial Management policies.

### 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 for the forum are in place a week 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.
- Distribute and follow ups are made.

### 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
- Perform other duties as directed by Assistant Secretary Frameworks and Standards.
- 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 Assistant Secretary Frameworks & Standards Branch, and members of the Divisional Team and the Assistants Secretaries.
- Supervises the Enforcement officer.

**(b) External**

- Liaise with relevant organisations as directed by the Assistant Secretary.
- All Departments, Statutory Bodies or entities relevant to matters arising involving the Department of Finance.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- Public Finance (Management) Act and related instructions
- National Procurement 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
- Current Corporate Plan and Annual Operational Plan.

### **7.2 Recommendations:**

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

### **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 in conduction two forums per year due to funding shortfalls.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications and Work Experiences:

- A Degree in Accounting or Business management form a recognised University or Tertiary Institute;
- Extensive experience in payroll Configuration within public Sector/Agency;
- Have at least 6 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Payroll/Accounting.

### Knowledge:

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act;

### 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;
- 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;
- Ability to provide effective management advice.

**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 **Compliance Officer, Gr. 12**. 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:.....



