



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Date: 24.09.25

## 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.008
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> PRINCIPAL ACCOUNTANT - POLICY & STANDARDS, GRADE 16	
<b>DIVISION:</b> ACCOUNTING FRAMEWORK & COMPLIANCE	<b>LOCAL DESIGNATION:</b> PRINCIPAL ACCOUNTANT, POLICY & STANDARDS – FRAMEWORKS & STANDARDS	
<b>BRANCH:</b> FRAMEWORKS & STANDARDS	<b>REPORTING TO:</b> AS – FRAMEWORKS & STANDARDS <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.004	
<b>SECTION:</b>	<b>LOCATION:</b> Twin Tower One	

#### 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 developing financial policies in the use of Public Resources and ensuring that all objective or activities are in compliance to PFMA , NPA and NTRA legislations.

#### 3. DIMENSION

The Manager – Policy & Standards reports directly to the Assistant Secretary – Frameworks & Standards under Financial Reporting & Compliance Division and is responsible for the Policy drafting officer, Policy reviewer and Policy support officers.

#### 4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Assistant Secretary – Frameworks & Standards on policy and standards Section to develop and review or amend financial policies and the relevant legislations.
- II. To undertake activities associated with Policy and Standards.

- III. People, management and administration of the Policy section.
- IV. Maintain professional conduct, confidentiality and ethical standards.

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## 5. MAJOR DUTIES

### Coordination of the administrative services to the Frameworks Team.

- Clear processes have been established to ensure efficient management of all administrative activities including:
  - Document management.
  - Phone and visitor services.
  - Meeting management.
- Effectively monitor and ensure the respective roles and responsibilities of section are functioning.
- Ensure the responses to external correspondences turnaround time is three days.
- Monthly reporting is provided to the Top Management Team on the performance of the Frameworks personnel including punctuality and attendance, work output, client service and work ethic.
- Fortnightly meetings are held with the members of the Frameworks team to ensure workflow is monitored and managed effectively.
- Regular review of administrative systems is undertaken and improvements implemented.
- There is evidence of a proactive approach to monitoring and managing the Frameworks Branch work area including maintenance, equipment servicing, stationery supply management etc..

### Comprehensive Accounting & Reporting Advisory services.

- Maintain and develop financial reporting standards for Public Bodies and Public Accounts.
- Liaising with professional financial accounting bodies including but not limited to PNG CPA, ICMA PNG and IFAC regarding Public Sector financial reporting.
- Liaise with the Officers of the Auditor-General on technical financial accounting and reporting standards for Public Bodies and Public Accounts.
- Prepare and promulgate Financial Instructions and Finance Circulars on financial reporting standards of the National Government.
- Provide accounting advice to National Government, other levels of government and Public bodies on the appropriateness of the government financial reporting standards of Public Finances of the Government.

### Dissemination of Accurate and Timely Financial Information

- Organise annual Financial Information Forums.
- Presentations on financial information are done at conferences and workshops.
- Financial Information are made easily accessible through Department of Finance Website.
- Distribution of useful Financial Information & follow ups made.

### Preparation and Presentation of Documents.

- Standardised templates are developed and implemented for all types of documents being generated within the Frameworks Branch.
- Quality monitoring is undertaken to ensure that all members of the Framework team are utilising the appropriate templates as required.
- Documents are well written with strong attention to grammar, punctuation and structure.

- Prepare the Section 32 Officer's gazettal instrument and send out to the intended recipient once signed by the Secretary, distribute and follow up.
- Distribution and follow ups 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.

### **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(Financial Reporting & Compliance);
- Works alongside with the Manager – Compliance & Enforcement;
- Supervises the Policy drafter, Policy Reviewer and Policy Support Officers.

### **(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
- 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.

### **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 on the policy development or other areas relevant to efficiently undertaking their roles and responsibilities.

## **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 policy 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 policy/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 & Procurement Act;
- Practical knowledge of the Public Finances management space.



### **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 troubleshoot Payroll issues and provide assistance;
- 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 **Principal Accountant Policy & Standards, Gr. 16 –DFAFC. 008**. 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:.....

