



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.024
OFFICE: TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SENIOR ACCOUNTANT 4 - REVIEW, GRADE 14	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	LOCAL DESIGNATION: SENIOR ACCOUNTANT REVIEW - STATUTORY AUTHORITIES	
BRANCH: STATUTORY AUTHORITIES MONITORING BRANCH	REPORTING TO: PRINCIPAL ACCOUNTANT - STATUTORY AUTHORITIES SYS. POS. NO: REF. NO: DFAFCD.021	
SECTION:	LOCATION: TWIN TOWER 1	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	23.01.2021	Revised & Redesigned

2. PURPOSE

To manage and provide support and assistance to the Assistant Secretary by ensuring all statutory bodies comply with provisions under Part 8 of the Public Finances Management Act and ensuring that all frameworks/policies are created in accordance with PFMA and other enabling legislations.

3. DIMENSION

The Accountant Review – Statutory Bodies reports directly to the Manager – Statutory Bodies under Accounting Framework & Compliance Division and works alongside three (3) Senior Accountants and one support.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist Manager – Statutory bodies with the enforcement of provisions under Part VIII of the PFMA and provide timely reports.
- II. Ensure performance and management plans are submitted on time for review.
- III. Review policies and framework to ensure all public funds are managed well by Statutory Bodies and their subsidiary business arms
- IV. Ensure timely review of Financial Reports
- V. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Assist manage issues regarding Statutory Authorities and instigating changes and reforms for better improvement in the management of public funds and resources;
- Ensure all Statutory Bodies and provincial and district business arms meet mandatory requirements under PFMA prior to opening bank accounts
- Assist with policy or reform formulation and enforcement to ensure efficiency in monitoring the Statutory Authorities in PNG
- Assist create a standard Financial Management Manual for Statutory Bodies;
- Review all Financial Management Manuals created by statutory authorities and ensure compliance with Part VIII of PFMA;
- Assist Manager to prepare and furnish timely reports to management on Financial Performance Reports; Financial Managements Reports and Annual Financial Report furnished by Statutory Authorities
- Maintain records and ensure statutory bodies submit Bank Reconciliations and Approve when done and in order;
- Assist prepare NEC submissions to propose for Restructure or Review of Statutory Bodies;
- Identify nature of the failure to comply with provision under Part VIII or any direction, determination, guideline or other matter issued pursuant to Part VIII and make recommendations for officers within the Statutory Bodies to be suspended;
- Ensure all proposed bills are in accordance with PFMA, NTRA & NPA prior to issuing certificate of compliance to establish a new statutory body.
- Maintaining constant and timely communication flows with the Statutory Authorities;
- 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 – Statutory Authorities (Accounting Framework & Compliance Division);
- Works alongside with the Manager Compliance; Manager Policy & Standards & Manager PEFA
- Supervises Support Review 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
- 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 operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experiences:

- A Degree in Accounting or Business management from a recognised University or Tertiary Institute;
- Extensive experience in reviewing financial reports; policy formulation and legislation reviews.
- within public Sector/Agency;
- Have at least 4 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 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;
- Practical knowledge of the IFMS.

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 create reforms/policies 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Accountant 4 - Review, Gr14**. 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:.....

