



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date 24.09.25

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.025
OFFICE: TWIN TOWER 1	DESIGNATION/CLASSIFICATION: REVIEW SUPPORT OFFICER - GRADE 12	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	LOCAL DESIGNATION: REVIEW SUPPORT OFFICER	
BRANCH: STATUTORY AUTHORITIES MONITORING BRANCH	REPORTING TO: SENIOR ACCOUNTANT 4 - REVIEW SYS. POS. NO: REF. NO: DFAFCD.024	
SECTION: STATUTORY AUTHORITIES	LOCATION: TWIN TOWER 1	

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 Accountant Audit by ensuring all statutory bodies comply with provisions under Part 8 of the Public Finances Management Act and ensuring that all frameworks/polices are created in accordance with PFMA and other enabling legislations.

3. DIMENSION

The Review Support Officer – Statutory Bodies reports directly to Senior Accountant Review – Statutory Bodies under Accounting Framework & Compliance Division and works alongside three (3) support officers

4. PRINCIPLE ACCOUNTABILITIES

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

5. MAJOR DUTIES

- Assist and provide support pertaining to managing issues identified with Statutory Authorities and instigating changes and reforms for better improvement in the management of public funds and resources;
- Assist by reviewing and ensuring that all Statutory Bodies and provincial and district business arms meet mandatory requirements under PFMA prior to opening of 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 and support Accountant Review 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 code, 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 Accountant Review;
- Works alongside with the Support Officer Audit; Support Officer Compliance & Support Officer Research & Policy

(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 the 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 the 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 Accountant Review in providing support in the enforcement of provisions under Part VIII of the PFMA and provide timely reports
- Keeping update and being aware 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.

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 reviewing financial reports; policy formulation and legislation reviews.
- within public Sector/Agency;
- Have at least 2 -3 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.



Date: 24.09.25

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 **Review Support Officer, Gr12**. 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:.....



