



## 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.029
<b>OFFICE:</b> TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> RESEARCH & POLICY SUPPORT- GRADE 12	
<b>DIVISION:</b> ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	<b>LOCAL DESIGNATION:</b> RESEARCH & POLICY SUPPORT	
<b>BRANCH:</b> STATUTORY AUTHORITIES MONITORING BRANCH	<b>REPORTING TO:</b> PRINCIPAL ACCOUNTANT - STATUTORY BODIES <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.021	
<b>SECTION:</b> STATUTORY AUTHORITIES	<b>LOCATION:</b> TWIN TOWER 1	

#### HISTORY OF POSITION

<b>File no.</b>	<b>Date of variation</b>	<b>Details</b>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	18.03.2025	Revised & Redesignated

#### 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 Compliance – Statutory Bodies reports directly to the Senior Research & Policy Officer – Statutory Bodies under Accounting Framework & Compliance Division and works alongside three (3) Senior Accountants and one support officer.

#### 4. PRINCIPLE ACCOUNTABILITIES

- I. Assist Senior Research & Policy Officer and Manager – Statutory bodies with the enforcement of provisions under Part VIII of the PFMA and provide timely reports.
- II. Conduct research and create Monitoring and Compliance Framework for Statutory Authorities and their subsidiary business arms
- III. Do research and develop Reporting Frameworks for Annual Financial Statements (AFS).
- IV. Create policies for Statutory Bodies & Financial Reporting Instruments
- V. Maintain professional conduct, confidentiality and ethical standards.

## 5. MAJOR DUTIES

- Assist with the formulation of Monitoring and Compliance Framework for Statutory Authorities and their subsidiary business arms;
- 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;
- Assist with the review all Financial Management Manuals created by statutory authorities and ensure compliance with Part VIII of PFMA;
- Create policies to ensure efficiency in monitor the Statutory Authorities in PNG
- Create a standard Financial Management Manual for Statutory Bodies;
- Develop Reporting Frameworks for Annual Financial Statements (AFS)
- Ensure all proposed bills are in accordance with PFMA, NTRA & NPA prior to issuing certificate of compliance to establish a new statutory body.
- 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 develop policies to address those issues
- 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 & Research Policy 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 or Political Science 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:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Research & Policy Support, 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:.....



