



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
24.9.2025

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD. 030
OFFICE:	<b>DESIGNATION/CLASSIFICATION:</b> ASSISTANT SECRETARY, GRADE 17	
DIVISION: ACCOUNTING FRAMEWORKS & COMPLIANCE	<b>LOCAL DESIGNATION:</b> ASSISTANT SECRETARY – GENERAL LEDGER	
BRANCH: GENERAL LEDGER	REPORTING TO: REF. NO: FIRST ASSISTANT SECRETARY – ACCOUNTING FRAMEWORKS & COMPLIANCE	SYS. POS. NO: DFAFCD.001
SECTION: GENERAL LEDGER	<b>LOCATION:</b> TWIN TOWER 1, MELANESIAN WAY	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign
	24.03.2025	Revised according to Re-org

#### 2. PURPOSE

To assist the First Assistant Secretary, provide oversight and support to the General Ledger Branch – Accounting Frameworks & Compliance Division, Department of Finance by ensuring the General Ledger is kept neat and tidy, and to ensure that mandated reports are prepared on a timely manner.

#### 3. DIMENSIONS

The Assistant Secretary – General Ledger reports to the First Assistant Secretary – Accounting Frameworks and Compliance Division.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Direct and control the functions and the operations of the General Ledger branch, ensure expected deliverables are achieved.
- II. Record, monitor and evaluate the performance of General Ledger Branch of the Accounting Frameworks & Compliance Division.
- III. Provide accountability relating to production of mandatory reports namely, Bank Reconciliations and the Public Accounts.
- IV. Align individual staff and employees' daily actions with strategic business objectives.
- V. Monitor staff performance within GL Branch, recommend appropriate actions to FAS in terms of training and or promotion.

#### 5. MAJOR DUTIES

- Ensure all data from other system interfaces (PGAS, ALESCO etc) secured and input to the General ledgers are produced on time and distributed to relevant agencies.
- Maintain the integrity of the data input to the General Ledger ensuring periodical rollovers are performed at the end of each period;
- Ensure financial reports from the General ledgers are produced and distributed to stake holders on a timely manner;
- Ensure General Ledger Chart of Accounts is maintained and effectively managed in liaison with relevant stakeholders;
- Ensure that suspended items within the system are cleared and maintained at a minimum level;

- Control and supervise the operation of input terminals and the tower computer terminal;
- Periodically carry out on the spot surveillance while operators are carrying out the work to ensure that data is keyed in correctly;
- Monitor and ensure staff performance is appraised, recommend actions to be taken by FAS in terms of promotion or further training;
- Ensure the equipment is maintained in clear and orderly manner.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the First Assistant Secretary – Accounting Frameworks & Compliance Division.
- Working alongside the First Assistant Secretary, Assistant Secretaries and staff of the Accounting Frameworks & Compliance Division and other Management of the Department of Finance.
- Liaise with all Department of Finance staff across all divisions.

#### (b) External

- Liaise with relevant National Departments, Agencies and Organisations as directed to do so by the First Assistant Secretary, Accounting Frameworks and Compliance Division.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- 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) on Division matters;
- Recommend to First Assistant Secretary (FAS) possible resolutions and identify ways to improve issues, systems and process within the 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).

## 8. CHALLENGES

- Performing higher role of the First Assistant Secretary (FAS) in the absence of the incumbent;
- Assisting the First Assistant Secretary (FAS) in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Limited resources may constrain resourcing and development of capacity. In addition, gaps created as a result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Contribute effectively 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. Ensure divisional training is linked to career paths;

- Ensure all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities, this include the Integrated Financial Management Systems (IFMS).

## **QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Qualifications and Experiences:**

- Master's Degree in Accounting, Commerce, Business Management or relevant discipline from a recognised University;
- Experience in accounting, general ledger and financial reporting role;
- Possess 5-7 years' experience in managerial role within Public Sector/Agency;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Exposure working around the space of Policy formulation, review and compliance.

### **Knowledge:**

- Knowledge of the Public Finances (Management) Act, PSGO, and Organic Law on Provincial & Local Level Government;
- Practical technical knowledge of the operational process of the IFMS;
- Extensive knowledge in Accounting roles;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the reviewing financial reports; policy formulation and legislation reviews.
- Understanding on the application of Financial Management Manual (FMM); National Procurement Act; Non-Tax Revenue Act; and Finance Instructions.

### **Skills and Abilities:**

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving;
- Ability to produce reports on Accounts and Payroll issues;
- 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 and client service.

**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 **Assistant Secretary – General Ledger Gr. 17**. 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:.....