



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE APPROVED JOB DESCRIPTION	
Form 002.7	
Date: 24/09/2025	2025

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b> FIN0000257	<b>REF. NO:</b> DFCS.025
<b>OFFICE:</b> LEVEL 5, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> Senior Budget Officer , Grade 14	
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Senior Budget Officer	
<b>BRANCH:</b> Budget & Project Management	<b>REPORTING TO:</b> <b>REF. NO:</b> Team Leader – Budget & Project Management Branch DFCS.021	<b>SYS. POS. NO:</b>
<b>SECTION:</b> Budget	<b>LOCATION:</b> Twin Tower 1, Waigani	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
	10.03.2025	Renumber

**2. PURPOSE**

To provide analysis and advice relating to budget allocations for assigned divisions and monitor and assess the spending and program delivery of these divisions.

**3. DIMENSIONS**

The Senior Budget Officer reports to the Team Leader – Budget Management Branch and supervises the activities of any assigned Assistant Budget Officer.

**4. PRINCIPAL ACCOUNTABILITIES**

- The Senior Budget Officer guides and assists staff to prepare and coordinate budgets, analyses budgetary issues, prepares fiscal reports and assesses the budget outcome and policy related issues. This includes providing advice on expenditure reviews through written documents (briefs, letters and policy documents).
- Provide guidance and advice to the Branch Assistant Secretaries for the Department of Finance to support their execution and delivery of the agreed priorities of the Division.

**5. MAJOR DUTIES**

- Ensure assigned divisional and budget estimates are prepared and formulated in a professional and timely manner.
- Ensure monthly, quarterly and annual budgetary reports are prepared.
- Represent the division at budget related meetings as required.
- Assist the Assistant Secretary to analyse, summarize, formulate and present budget estimates for the divisions of the Department of Finance and its related activities for incorporation into the annual national budget.
- Manage and maintain the database of warrants and Cash Fund Certificates issued.
- Maintain constant review and detailed records of the Departmental expenditure to ensure that funds are appropriately expended as per budget appropriations.
- Assist Divisions in formulating cash flows on expenditure items and their justification to the Department of Finance.
- Assist in providing advice on the strategic development of the Department of Finance including operational performance, workforce and corporate planning, risk management, and whole of government advice on the strategic framework for, and coordination of, the

preparation of the annual budget and provide high level analysis and reporting of budget performance as required by management or Government.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Report to the Assistant Secretary through the Team Leader – Budget Management Branch.
- Supervise Assistant Budget Officer.
- Regular liaison and contact with other Department of Finance staff across all Divisions.

#### (b) External

- Liaise with Departments, Provinces, Statutory Bodies or entities as relevant to Divisional budgetary matters.

### 6.2 WORK ENVIRONMENT

This role is both an administrative and a technical role.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

## 8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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.
- All staff need to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies that already on IFMS.

## 9. SKILLS AND EXPERIENCE

### Job Specific skills



- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the strategic direction and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Effective written and oral communication and presentation skills. Communicate with thoughtfulness and political awareness. Be prepared to support internal and external liaison and negotiation by management on complex matters. As needed, be prepared to chair relevant meetings and supervise or undertake the preparation of agendas, minutes, and workshop materials. Contribute to the facilitation of internal and external dialogues, leading to group conclusions which result in positive outcomes. Demonstrate a confident persona and well-developed presentation skills.
- **Policy analysis and development:** Demonstrate knowledge/understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical recommendations. Plan and monitor work tasks for goal achievement. Promote effective and efficient service delivery.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.
- **Strategic/Technical:** Demonstrate general knowledge and understanding of economic management, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Demonstrate general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role.

## 10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

### Essential



- **Qualifications:** A Bachelor Degree in Accounting, Business Administration, Commerce or Finance or a related field from a recognized university.
- **Work experience:** A substantial amount of previous relevant work experience in administration and supervision and demonstrate knowledge on the formulation and implementation of annual work plans, corporate plans, annual budget and annual reporting, financial management, policy and analysis.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are undertaken in accordance with Departmental and Government policies. All performance reviews and related documentation must be updated and accurately reflect the performance and development needs of each team member reporting to this role.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Staff supervision:** In conjunction with the Assistant Secretary communicate to the team how their work fits into Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** Good knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

#### **Desirable**

- **Qualifications:** Post-graduate qualifications in Accounting, Public Administration or Finance or a related field from a recognized university.
- **Work experience:** Significant previous experience in budgeting, financial policy or analysis in either private or public sector setting, at an equivalent level of employment with similar levels of responsibility.
- **Technical:** A demonstrated knowledge/understanding of core ICT systems critical for the Department's service delivery. Knowledge of the PGAS, Alesco and IFM Systems.

- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

**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 (insert employee name) ..... Have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **SENIOR BUDGET OFFICER, Gr. 14.** 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:.....

