

## JOB DESCRIPTION

### 1. IDENTIFICATION

AGENCY:	SYS. POSN. NO:	REF. NO:
Department of Finance		DFCS.026
OFFICE:	DESIGNATION/CLASSIFICATION:	GRADE:
LEVEL 5, TWIN TOWER 1	Budget Officer	12
DIVISION:	LOCAL DESIGNATION:	
Corporate Services	Budget Officer, Budget Management	
BRANCH:	REPORTING TO:	SYS. POS. NO:
Budget & Project Management	REF. NO:	
	Senior Budget Officer – Budget Management Branch	
	DFCS.024	
SECTION:	LOCATION:	
Budget	Twin Tower 1, Waigani	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10.03.2025	Revise and rename

### 2. PURPOSE

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

### 3. DIMENSIONS

The Budget Officer reports to the Senior Budget Officer and Assistant Secretary – Budget Management Branch.

### 4. PRINCIPAL ACCOUNTABILITIES

The Budget Officer assists the Senior Budget Officer and Departmental staff to prepare and coordinate budgets, analyses budgetary issues, prepares fiscal reports and assesses the budget outcome and policy related issues including advice on expenditure review through written documents (briefs, letters and policy documents).

### 5. MAJOR DUTIES

- Assist Senior Budget Officer to ensure assigned divisional and budget estimates are prepared and formulated in a professional and timely manner.
- Assist with ensuring the monthly, quarterly and annual budgetary reports are prepared.
- Assist the Senior Budget Officer analyse budget estimates for the Division and its related activities for incorporation into the annual national budget.
- Maintain the database of warrants and Cash Fund Certificates issued.
- Maintain detailed records of the Departmental expenditure to ensure that funds are appropriately expended as per their budget appropriations.
- Assist Divisions in formulating cash flows on expenditure items with their justification to the Department of Finance.

### 6. NATURE AND SCOPE

#### 6.1 WORKING RELATIONSHIP

**(a) Internal**

- Report to the Senior Budget Officer and Assistant Secretary – Budget Management Branch.
- Liaise with stakeholders within the Department pertinent to Divisional matters arising.
- Regular liaison and contact with other Finance staff across all Divisions.

**(b) External**

- All Departments, Provinces, Statutory Bodies or entities relevant to Divisions on budgetary matters.

## **6.2 WORK ENVIRONMENT**

This role is both a technical and an administrative 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 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 goals 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:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Able to produce drafts of briefs and correspondence for clearance by superiors and proof read drafts prepared by junior officers. Able to organise meetings and workshops, prepare agendas and represent the Branch at internal & external meetings. Able to develop and deliver presentations and possess some facilitation 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.
- **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:** Seek to acquire general knowledge and understanding of financial 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 in Accounting, Business Administration, Commerce or Finance or a related field from a recognised university.
- **Work experience:** A substantial amount of previous relevant work experience in administration and sound knowledge of Government Financial Management Systems and financial management procedures and or budgeting, financial policy or analysis in either the private or public sector setting.
- **Teamwork:** Able to work well with colleagues, respond to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying any team development needs and building the capacity and capability of the team.

- **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, as necessary.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Legislative knowledge:** Establish knowledge about the range of Acts, laws and policies governing the work of this role and the Department of Finance more broadly.
- **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:** A Degree in Accounting, Public Administration or Finance or a related field from a recognised university.
- **Work experience:** Significant previous experience in budgeting, financial policy or analysis at an equivalent level of employment with similar levels of responsibility.
- **Technical:** A demonstrated knowledge/understanding of core ICT systems critical for the Departments 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 **BUDGET OFFICER, Gr. 12.** 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:.....

