

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION**

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Date: 24/9/25

**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFAID:008
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Senior Finance Inspector	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Senior Finance Inspector (Team A), National Departments (Grade 14)	
<b>BRANCH:</b> National Inspections & Investigations Branch	<b>REPORTING TO:</b> Principal Finance Inspector – (National Departments) <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFAID 005	
<b>SECTION:</b> Team A	<b>LOCATION:</b> Twin Tower 1, Melanesian Way, Waigani	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	29/07/96	Re-designated / Reclassified
	29/10/01	Renumbered
	28/11/07	Renumbered/Re-designated/Reclassified from Grade 12 to Grade 14
	June 2013	Renumbered
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance
	23. 01. 2021	Revise, rename, redesign

**2. PURPOSE**

To assist and support the Principal Finance Inspector (National Departments) to perform inspections and investigations in National Departments and report on their outcome.

**3. DIMENSIONS**

The Senior Finance Inspector reports to the Principal Finance Inspector (National Departments)– National Inspections and Investigations Branch (NIIB).

**4. PRINCIPAL ACCOUNTABILITIES**

The Senior Finance Inspector undertakes inspections and investigations under the direction of the Principal Finance Inspector (Statutory Bodies) Team B- National Inspections and Investigation Branch.

**5. MAJOR DUTIES**

Perform the duties and responsibilities of a Finance Inspector in accordance with the operational guidelines and powers provided by the amended Public Finances (Management) Act, 2016 by;

- i) Conduct inspections and investigations into National Departments in accordance with the Divisional Work Plan under the direction and supervision of the Principal Finance Inspector – National Departments.
- ii) Compile and submit inspection and investigation reports and working papers to the Principal Finance Inspector (National Departments) in a timely manner.

- iii) Co – ordinate with and provide up to date briefings to the Principal Finance Inspector (Statutory Bodies) on the progress of work assignments. Immediately inform superior(s) of any issues encountered with regard to the execution and completion of the assigned task(s).
- iv) Liaise with Police and Courts on cases referred for prosecution and appear as state witness as and when required.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report to the Principal Finance Inspector-National Departments of NIIB.
- In absence of the Principal Finance Inspector, consult / liaise with the Assistant Secretary (NIIB) on any governance and compliance issues arising out of inspections and investigations
- Work alongside Senior Finance Inspectors of NIIB and other Branches within the Division.

#### (b) External

- Liaise with relevant staff of National Departments and Statutory Bodies regarding inspection and investigation matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act, Financial Management Manual and Financial Instructions and Procedures;
- Organic Law on Provincial & Local Level Government;
- Government Financial management systems and procedures.

### 7.2 Recommendations:

- Provide recommendations to the Branch Assistant Secretary through the manager on matters relating the branch;
- Make recommendations or report to the Assistant Secretary through the manager on errors identified on financial reports.

### 7.3 Decisions:

N/A

## 8. CHALLENGES

- Keeping up with any changes in legislations, Acts, and internal policies;
- Performing higher role in the absence of the incumbent;
- 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 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;
- 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. These includes the Integrated Financial Management Systems (IFMS) and Alesco.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **Qualifications and Work Experience:**

- Have a Bachelor's Degree in Commerce or Accounting from a recognized University or Learning Institution;
- Be a registered/certified CPA member or working towards attaining membership status;
- Exposure working as a Finance Inspector within public Sector/Agency;
- Have five (5-8) relevant experiences in a similar environment.

### **Knowledge:**

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- Advanced knowledge of the Integrated Financial Management Systems (IFMS) and Alesco;
- Organic Law on Provincial and Local Level Governments;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures.

### **Skills and Abilities:**

- Effective Leadership qualities and potential for senior position within the public sector;
- Good communication skills – written and oral;
- Ability to listen and present and persuade at all levels;
- Good analytical skills and ability to make things happen;
- Keen to learn and able to transfer knowledge and skills to others;
- Able to communicate with Team Leaders and business at different levels;
- Able to prepare briefs and reports to the Team Leader;
- Able to train and handhold subordinates and business users.

**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.

