



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFAID:009
OFFICE: Strategy & Governance	DESIGNATION/CLASSIFICATION: Principal Finance Inspector, Grade 16	
DIVISION: Financial Accountability & Inspections Division	LOCAL DESIGNATION: Principal Finance Inspector (Team B) Statutory Bodies	
BRANCH: National Inspections & Investigations Branch	REPORTING TO: Assistant Secretary, NIIB SYS. POS. NO: REF. NO: DFFAID.004	
SECTION: Team B, Statutory Bodies	LOCATION: Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	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

Assist the Assistant Secretary (NIIB) to carry out its functions effectively by directing, supervising and monitoring all inspections and investigations carried out by the Finance Inspectors into all the Statutory Bodies/Authority to detect any irregularities, promote financial accountability and report on outcomes in a timely manner.

3. DIMENSIONS

The Principal Finance Inspector, Statutory Bodies reports to the Assistant Secretary National Inspections and Investigations Branch (NIIB), and co-ordinates and manages all activities that falls within the duties and responsibilities of Statutory Bodies Inspections/Investigations as listed hereunder;

- 2x Senior Inspectors
- 1x Finance Inspector

4. PRINCIPAL ACCOUNTABILITIES

The Principal Finance Inspectors will manage the Finance Inspectors-National Departments Section and ensure all routine inspections and investigations are carried out within the required timeframe and the reports submitted to Assistant Secretary-NIIB.

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

- ii) Lead a team of finance Inspectors in carrying out inspections and investigations into National Departments in accordance with the approved Divisional Work Plan.
- iii) Compile and submit inspection and investigation reports and working papers to the Assistant Secretary-NIIB in a timely manner.
- iv) Co – ordinate with and provide up to date briefings to the Assistant Secretary-NIIB 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).
- v) 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 Assistant Secretary- National Inspections & Investigation Branch and work alongside/team work the Principal and Regional Finance Inspectors.

(b) External

- Liaise with relevant staff of other Departments and state agencies regarding investigation and inspection matters.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act, Financial Management Manual and Financial Instructions and Procedures;
- Public Service Management Act and the General Orders
- Public Service Business Code of Conduct & Ethics
- PNG Vision 2050
- Development Strategic Plan 2010-2030
- Department of Finance Internal Business Process/Policies
- Ethics and Value-Based Executive Leadership and Management Capability Frameworks
- Gender Equity and Social Inclusion Policy
- Current Corporate Plan & Annual Operation Plan
- Organic Law on Provincial & Local Level Government;
- Government Financial management systems and procedures.

7.2 Recommendations:

- Provide recommendations to the Branch Assistant Secretary on matters relating the branch;
- Make recommendations or report to the Assistant Secretary on possible resolutions and identify ways to improve or strengthen the existing systems and processes within the branch, division and the department as a whole.

7.3 Decisions:

Provide oversight and decision making on the delegation and allocation of task to the subordinates including making recommendations to the Assistant Secretary-NIIB on matters relating to investigations/inspections including any matters relating to the branch/divisions operations.

8. CHALLENGES

- Assisting the Assistant Secretary with Planning and development of the Divisional Workplan and Budget
- Keeping up with any changes in legislations, Acts, and internal policies;

- Performing higher role in the absence of the incumbent supervisor;
- 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:

- Bachelor's Degree or Post Graduate Degree in Commerce or Accounting, Business Management or related Discipline from a recognized University or Learning Institution;
- Be a registered/certified CPA member or working towards attaining membership status;
- Experience and relevant exposure working as a Finance Inspector and or auditor and relevant exposure to the Government Accounting Systems and Operations at the National Departments/Agencies including the Provincial Levels and;
- Possess 5-8 relevant experiences in a similar environment or field.
- Relevant Experience in leading and managing teams in a similar role with similar responsibilities.

Knowledge:

- Public Service (Management) Act 2014 and the Public Service General Orders 2012
- The Public Service Code of Business Ethics and Conduct
- Public Finance Management Act, 2016, Finance Management Manual and Related Financial Instructions
- Organic Law on Provincial and Local Level Governments
- PNG Medium Term Strategic Plan (2010-2030) and the Medium Term Development Plan
- Current Corporate Plan and Annual Operational Plan
- Comprehensive Knowledge of the PNG Public Service Systems and Processes.

Skills and Abilities:

- Significant exposure with sound knowledge and understanding of all areas of Government.
- High Level of professional communication and interpersonal skills
- Effective Listening, presentation, management skills at all levels.
- Team Player with good analytical skills
- Proven ability to manage multiple tasks, prioritize and the ability to meet tight deadlines.
- Ability to impart knowledge and skills to subordinates down the line

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.

