



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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| AGENCY: Department of Finance | SYS. POSN. NO: | REF. NO: DFFAID.011 |
| OFFICE: 9 th Floor, Tower 1 | DESIGNATION/CLASSIFICATION: Finance Inspector, Grade 12 | |
| DIVISION: Financial Accountability & Inspections Division | LOCAL DESIGNATION: Finance Inspector (Team B) Statutory Bodies | |
| BRANCH: National Inspections & Investigations Branch | REPORTING TO: Senior Finance Inspector SYS. POS. NO: REF. NO: DFFAID.010 | |
| SECTION: Team B | LOCATION: Twin Tower 1, Melanesian Way, Waigani | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|--|
| | 27/03/2024 | Designated |
| | 27/03/2024 | Reclassified from Grade 12 to Grade 13 |

2. PURPOSE

To assist and support the Senior Finance Inspector (Statutory Bodies) to perform inspections and investigations in Statutory Bodies and report on their outcome.

3. DIMENSIONS

Finance Inspector reports to the Senior Finance Inspector (Statutory Bodies) – National Inspections and Investigations Branch (NIIB) and works alongside other Senior Finance Inspectors (NIIB).

4. PRINCIPAL ACCOUNTABILITIES

- I. Undertakes inspections and investigations under the direction of the Senior Finance Inspector (National Departments) - National Inspections and Investigation Branch.
- II. Perform the duties and responsibilities in accordance with the operational guidelines and powers provided by the amended Public Finances (Management) Act, 2016.

5. MAJOR DUTIES

- Effectively conduct inspections and investigations into National Departments in accordance with the Divisional Work Plan under the direction and supervision of the Senior Finance Inspector – National Departments;
- Compile and submit inspection and investigation reports and working papers to the Senior Finance Inspector (National Departments) in a timely manner;
- Co – ordinate with and provide up to date briefings to the Senior Finance Inspector (National Departments) on the progress of work assignments;
- Immediately inform superior(s) of any problems encountered with regard to the execution and completion of the assigned task(s);
- 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 Senior Finance Inspector of NIIB.
- In absence of the SFI, , consult / liaise with the Principal Finance Inspector (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 Principle Finance Inspector on matters relating the branch;
- Make recommendations or report to the PFI on errors identified on financial reports.

7.3 Decisions:

N/A

8. CHALLENGES

- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Performing higher role of duty 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. This include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- Have a Bachelor's Degree in Commerce, Accounting or related discipline 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) relevant experience 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);
- Organic Law on Provincial and Local Level Governments;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures.

Skills and Abilities:

- 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.

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.

