



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b> TBC	<b>REF. NO:</b> DFFAID.029
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Senior Finance Inspector Grade 14	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Senior Finance Inspector, Islands Regional Office (IRO)	
<b>BRANCH:</b> Southern & Islands Provincial Inspections & Investigations Branch (SIPIIB)	<b>REPORTING TO:</b> Regional Finance Inspector (IRO) <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFAID.026	
<b>SECTION:</b> Islands Regional Office (IRO)	<b>LOCATION:</b> Kokopo, ENBP	

### 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

To undertake inspection and investigation activities in Provincial and Local Level Governments, Provincial and District Administrations, Provincial and District Finance Offices, District Development Authorities, and other state agencies, in accordance with Divisional Work Plans or as directed by management/ Secretary, and report the outcomes in a timely manner.

### 3. DIMENSIONS

The Senior Finance Inspector reports to the Regional Finance Inspector (IRO) and works alongside other Senior Finance Inspectors and officers of IRO, PIIB, and FAID.

### 4. PRINCIPAL ACCOUNTABILITIES

The Senior Finance Inspector undertakes inspections and investigations for the Islands Region under the direction of the Regional Finance Inspector (IRO), Assistant Secretary (SIPIIB) and First Assistant Secretary (FAID).

### 5. MAJOR DUTIES

- Perform the duties and responsibilities of a Finance Inspector in accordance with the operational guidelines and powers provided by the Public Finances (Management) Act;
- Participate in the development of the Annual Work Plan for the Southern Regional Office;
- Conduct inspections and investigations in the Islands Region and conduct field work in accordance with the inspection and investigation plan approved by the Divisional Head;

- Assist the Regional Finance Inspector (IRO) in the preparation of inspection and investigation plans for Provincial and Local Level Governments/Administrations, and Provincial and District Finance Offices in the Islands Region;
- Provide timely reports relating to the inspections and investigations to the Regional Finance Inspector (IRO) including monthly reports on the progress of assigned tasks;
- Liaise with Police and Courts on cases referred for prosecution and appear as state witness as and when required;
- Liaise with Provincial and Local Level Governments/Administrations and Provincial and District Finance Offices on matters arising out of inspections and investigations;
- Maintain a register of recommendations and monitor their implementation.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Report to the Regional Finance Inspector for the Islands Regional Office;
- In the absence of the Regional Finance Inspector, consult/liaise with the Assistant Secretary (SIPIIB) on any governance and compliance issues arising out of inspections and investigations;
- Work alongside Senior Finance Inspectors of SIPIIB and other Branches within the Division.

#### **(b) External**

- Liaise with Provincial and Local Level Governments/Administrations, Provincial and District Finance Offices, and other public sector agencies located within the Region regarding matters relating to inspection and investigation;
- Liaise with other stakeholders as and when necessary.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- PNG Constitution
- Public Finance (Management)(Amendment) Act, and related instructions;
- Organic Law on Provincial and Local Level Government
- Public Service (Management) Act
- Public Service General Orders Code of Business Ethics and Conduct
- Government Financial Management System and Financial Procedures
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- District Development Authority Act
- Current Corporate Plan and Annual Operational Plan
- Criminal Code Act
- Proceeds of Crime Act
- National Procurement Act
- NPC Procurement Policy and Procedures
- FAID Inspection Manual.

### **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 updated and aware of changes in legislations, Acts, and internal policies;
- Performing a higher role of duty in the absence of the incumbent;
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as a result of staff turnover or staff undertaking long-term studies 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 includes the Integrated Financial Management Systems (IFMS).

## 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;
- Be a registered member of the IIA PNG Chapter;
- Exposure working as a Finance Inspector within the Public Sector/Agency;
- Have three to five (3-5) years of relevant experience in a similar environment.

### Knowledge:

- In-depth knowledge of the Public Finances (Management)(Amendment) Act, Financial Management Manual and Financial Instructions;
- In-depth knowledge of Public Service General Orders & Code of Business Ethics and Conduct;
- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Organic Law on Provincial and Local Level Governments Affairs;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures and;
- Government Alesco payroll systems and procedures.

### Skills and Abilities:

- Effective Leadership qualities and potential for a senior position within the public sector;
- Good communication skills – written and oral;
- Ability to listen, 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.

