

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

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|--|---|-------------------------------|
| <b>AGENCY:</b><br>Department of Finance  | <b>SYS. POSN. NO:</b>   | <b>REF. NO:</b><br>DFFAID.037 |
| <b>OFFICE:</b><br>Strategy & Governance  | <b>DESIGNATION/CLASSIFICATION:</b><br>Regional Finance Inspector, Grade 16  |                               |
| <b>DIVISION:</b><br>Financial Accountability & Inspections Division                          | <b>LOCAL DESIGNATION:</b><br>Regional Finance Inspector (RFI), Highlands Regional Office (HRO)                            |                               |
| <b>BRANCH:</b><br>Momase & Highlands Provincial Inspections & Investigations Branch (MHPIIB) | <b>REPORTING TO:</b> Assistant Secretary (Momase & Highlands Region)<br><b>SYS. POS. NO:</b><br><b>REF. NO:</b> DFFAID.31 |                               |
| <b>SECTION:</b><br>Highlands Regional Office (HRO)   | <b>LOCATION:</b><br>Mt Hagen, WHP   |                               |

**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**

Lead and manage the operations of the Momase Regional Office (MRO) pertaining to inspections and investigations activities conducted into National Government Agencies, Provincial and District Administrations and Statutory Authorities located within the Momase Region, as per annual work plans or specific directives, and report on their outcomes to the Assistant Secretary Momase and Highlands Region.

**3. DIMENSIONS**

The Regional Finance Inspector (MRO), reports to the Assistant Secretary (MHPIIB) and administers the operational activities of the Momase Regional Office including staff supervision. The MRO has a total strength of five (6) created positions under its structure, and as listed hereunder:

- Regional Finance Inspector (1)
- Senior Finance Inspector (4)
- Admin Assistant (1)

**4. PRINCIPAL ACCOUNTABILITIES**

Lead and administer all inspections and investigations activities in all Provinces located within the Momase Region. Direct and control inspections and investigations pertaining to:

- Provincial & Local Level Governments
- Provincial & District Administrations
- Provincial & District Finance Offices
- District Development Authorities

## 5. MAJOR DUTIES

- Carry out duties and responsibilities of a Finance Inspector in accordance with the operational guidelines and powers provided by the Public Finances (Management) Act.
- Lead inspections and investigations into Provincial and Local Level Governments, Provincial and District Administrations and Provincial and District Finance Offices and Statutory Authorities in accordance with the Divisional Work Plan under the Assistant Secretary (MHPIIB).
- Compile and submit inspection and investigation reports and working papers to the Assistant Secretary (MHPIIB) in a timely manner.
- Co-ordinate with and provide up-to-date briefings to the Assistant Secretary (MHPIIB) on the progress of work assignments and immediately inform 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.
- Liaise with Provincial & Local Level Governments, Provincial & District Administrations and Provincial & District Finance Offices on matters arising out of inspections and investigations.
- Maintain a register of recommendations and monitor their implementation.
- 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).

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Report to the Assistant Secretary (MHPIIB)
- Supervise MRO staff.
- Liaise with counterparts in Highlands, Southern and Islands Regional Offices.

#### (b) External

- Liaise with relevant external organizations in relations to inspection and investigation matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

Key legislation and Government policies that govern the work of Department of Finance include:

- PNG Constitution
- Public Finance (Management) Act and related instructions
- Organic Law on Provincial and Local Level Government
- Public Service (Management) Act
- Public Service General Orders and Code of Business Ethics and Conduct
- Government Financial Management System & Financial Procedures
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- District Development Authority Act
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- Appropriation Act

- Public Expenditure & Financial Accountability (PEFA) Road Map
- 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
- Criminal Code Act
- Proceeds of Crime Act
- National Procurement Act
- NPC Procurement Policy & Procedures
- FAID Inspection Manual

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

## **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:**

- Assess, verify and provide advice to the Regional Finance Inspector RFI) on inspections or investigations.

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

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

- Have a 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 IIA PNG Chapter;
- Exposure working as a Finance Inspector within public Sector/Agency;

- Have five (5-7) relevant experience in a similar environment.

**Knowledge:**

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- In-depth knowledge of Public Service General Orders & Code of Business Ethics and Conduct;
- 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 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 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.

