



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFAID.039
<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, Highlands Regional Office (HRO)	
<b>BRANCH:</b> Momase & Highlands Provincial Inspections & Investigations Branch (MHPIIB)	<b>REPORTING TO:</b> Regional Finance Inspector (HRO) <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFAID.037	
<b>SECTION:</b> Highlands Regional Office (HRO)	<b>LOCATION:</b> Mt Hagen, WHP	

#### 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 – Momase & Highlands Provincial Inspections and Investigations Branch (MHPIIB).

#### 4. PRINCIPAL ACCOUNTABILITIES

The Senior Finance Inspector undertakes inspections and investigations for the Highlands region under the direction of the Regional Finance Inspector (HRO), AS (MHPIIB) and FAS (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 Highlands Regional Office;
- Conduct inspections and investigations in the Highlands Region and conduct field work in accordance with the inspection and investigation plan approved by the Divisional Head;

- 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 and
- 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 Regional Finance Inspector of M&HPIIB.
- In the absence of the Principal Finance Inspector, consult/liaise with the Assistant Secretary (PIIB) on any governance and compliance issues arising out of inspections and investigations
- Work alongside Senior Finance Inspectors of M&HPIIB 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 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
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- Appropriation Act
- Public Expenditure & Financial Accountability (PEFA) Road Map
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- 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 and 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**

- 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 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 (3-5) 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.