

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION**

**DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION**

Date: 24/09/2025

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.001
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY – FINANCIAL CONTROL DIVISION, GRADE 19	
DIVISION: FINANCIAL CONTROL	LOCAL DESIGNATION: FIRST ASSISTANT SECRETARY – FINANCIAL CONTROL DIVISION	
BRANCH:	REPORTING TO: DEPUTY SECRETARY - OPERATIONS SYS. POS. NO: REF. NO: DFEX.006	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.02.2025	Revised according to Dof Restructure

2. PURPOSE

To provide leadership and manage the operations of the three Branches within the Financial Controls Division, which include the Trust Accounting Branch, the Cash Management Branch and the Expenditure Control Branch, ensuring the branches deliver efficiently to meet the objective of the Division, thus contributing to the overall goal of the department.

This position has the mandate as a section 32 officer, accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

3. DIMENSION

The First Assistant Secretary – Financial Controls Division reports to the Deputy Secretary – Operations, and oversees the activities of the Branches within the Financial Controls Division through four subordinate managerial positions and two support positions:

- Assistant Secretary – Trust Accounting;
- Assistant Secretary – Cash Management;
- Assistant Secretary – Expenditure Control;
- Administrative Assistant and Logistics Officer.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and other Senior Management in the Department of Finance by ensuring the accurate and controlled disbursement of cash appropriations and expenditures and providing advice on the needs of the Department in order to assist with the efficient and effective delivery of the Department's priorities and objectives.
- Assist the Deputy Secretary – Operations, and the Secretary, through the provision of effective leadership and management of the Financial Controls Division.
- Provide guidance and advice to the Assistant Secretaries in the Trust Accounting, Cash Management and Expenditure Control Branches to support their execution and delivery of the agreed priorities of the Division.

- Oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of Key Result Areas (KRAs) for the Trust Accounting Branch, the Cash Management Branch and the Expenditure Control Branch.

5. MAJOR DUTIES

- Contribute to the overall leadership and management of the Operations Wing as directed by the Deputy Secretary – Operations in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Trust Accounting Branch:
 - Monitor and administer the various government's trust accounts and implement recommended solutions and improvements to the government's trust accounting policies and procedures
 - Ensure timely reporting of trust movements and balances on a monthly basis is completed
 - Ensure Trust Estimates and other input to whole of government budget reporting in accordance Treasury timetables is provided.
- Cash Management Branch:
 - Ensure at least 80% of transfers of appropriations are made to the correct bank accounts within 48 hours of receipt by Financial Controls Division.
 - Ensure the Waigani Public Account (WPC) is reconciled monthly.
 - Ensure transactions are complete and accurately recorded in the IFMS by reporting dates.
 - Oversee the compliance and integrity of cash collection and cash management process.
- Expenditure Control Branch:
 - Ensure the effective financial management in major spending agencies (including procurement requirement Authority to Pre-Commit)
 - Ensure spending by departments is reviewed, analysed and reported to the Secretary each month
 - Ensure Department's applications for Authorities to Pre-Commit are processed quickly and accurately
 - Ensure Financial Controllers are skilled, well managed and ensure that all financial transactions comply with the PFMA.
- Support the Deputy Secretary – Operations and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department as required on relevant boards, supplies and tenders boards and committees.
- Manage the performance of all Assistant Secretaries in the Financial Controls Division and provide strategic planning, direction and leadership to ensure that:
 - The Division and Branches are adequately resourced to deliver on their priorities;
 - Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed;
 - Divisional and Branch finances are administered effectively, efficiently and diligently; All Finance policies and procedures are adhered to correctly; and
 - Ensure the Division and Branches have up to date work plans.
- Deputies for the Deputy Secretary – Operations in all aspects of their responsibilities, as and when required.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Deputy Secretary – Operations, and work alongside other Divisional Heads in the Department of Finance.
- Direct Management of the Assistant Secretary – Trust Accounting, Cash Management and Expenditure Control Branch.
- Regular liaison and contact with other Department of Finance Staff across all Divisions.



(b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary – Operations and the Secretary of Finance.

7. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experiences:

- Master's Degree or equivalent in Accounting, Economics, Commerce or related discipline from a recognised University within PNG or abroad;
- Ten (10) years' experience in Government Accounting, Financial Management, Human Resource Management with at least 7 years at managerial levels;
- Experience in Financial Management & Reporting, Cash Management and Expenditure control and related responsibilities with compliance to department and government wide policies and/or legislation;
- Exposure in IFMS, Government payroll/ALESCO, Staff Remuneration, entitlements and benefits;
- Efficient in leading team of professionals in achieving corporate objectives of the department as outline in annual and corporate work plans;
- Exposure in managerial roles with similar levels of responsibility and knowledge of public financial reporting.

Knowledge:

- Knowledge of the Public Finances (Management) Act, Public Service General Orders, Organic Law on Provincial and Local Level Government, and other laws that governs the operations of the department;
- Knowledge of communication at the management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Extensive knowledge of government finance administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices;
- In depth knowledge of the ALESCO/Ascender Payroll System.

Skills and Abilities:

- High level of Communication and Interpersonal Skills;
- Ability to produce reports on Accounting, Financial and Payroll issues;
- Proven ability to lead division and manage team of professionals;
- Ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the Division;
- Ability to provide effective management advice to external clients.



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.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **First Assistant Secretary – Financial Controls Division, Grade 19**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: Date:

Employee Signature:..... (Print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (Print) Supervisor Title:.....

Department Head Name:..... Date:.....

Department Head Signature:..... Division Head Title:.....

