



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.004
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: FINANCIAL CONTROLS	LOCAL DESIGNATION: CASH MANAGEMENT	
BRANCH: CASH MANAGEMENT	REPORTING TO: FIRST ASSISTANT SECRETARY- FCD SYS. POS. NO: REF. NO: DFFCD.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION		
File no.	Date of variation	Details
	26 th APRIL 2010	
	26 th March 2024	Revised according to Re-org

2. PURPOSE

To direct and Control the functions and Operations of the Branch to ensure good leadership, mentoring and coaching in compliance with standard operational procedures, policies and guidelines.

3. DIMENSIONS

The Assistant Secretary Cash Management Branch reports to the First Assistant Secretary – Financial Controls Division and supervises 16 subordinate staff including 2 Managers.

4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee the core functions of the Branch.
- II. Provide status report on Waigani Public Accounts.
- III. Administer Reconciliation of Bank Accounts.
- IV. Daily collections and Dishonoured Cheque Register.
- V. Improved processing and Compliance with operations.
- VI. Monitor, manage staff performance.

5. MAJOR DUTIES

- Manage the Operation of the Waigani Public Account (WPA), ensuring set deliverables are achieved;
- Efficiently prepare reports on Budget Committee Management Report (BMC), Statement of Balance (SOB), Daily Brief to the Minister; and Cash Flow for the WPA;
- Efficiently provide status reporting on the Waigani Public Account to management and relevant stakeholders;
- Monitor and ensure efficient Grants transfers are processed & recorded; Loan, Treasury Bills and Inscribed Stock journals; Retained Salary Journals;
- Monitor and ensure IRC Receipts & PNG Customs Receipts are journalized and correctly recorded in IFMS; and Temporary Advance is facilitated to bridge revenue shortfall;
- Monitor and ensure Bank reconciliations for the WPA and all the other CRF Accounts are done on a timely basis;
- Ensure all Electronic Funds Transfer (EFPOS) is reconciled and discrepancies are reported as required;

- Ensure effective bank reconciliation with all transaction, receipts are file properly and documented;
- Maintain dishonoured cheques register for D/Cheques & regular follow on recoveries/replacement
- Monitor and Implement the upload of journal files for Cash Management Processing.
- Manage and ensure All cash transfers to be done through EFT including casual wages, travel allowance and leave fares;
- Ensure corrective actions are taken on trends in Cash Management revealed in operations and reporting quarterly reviews;
- Manage and support the Financial Controller Network, i.e. training, conduct monthly meeting;
- Conduct quarterly review in liaison with Budget and Reporting Team (BART) and Budget and Review Committee (BRC);
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated;
- Confidential and ethical standards are maintained at all times when undertaking delegated duties;
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times;
- Provide leadership, mentoring and coaching for Cash Management Branch;
- Review performance of staff ensuring compliance to legislation and required standards.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the First Assistant Secretary – Financial Controls Division
- Work alongside other Assistant Secretaries of Financial Controls Division
- Liaise with all staff across the Department of Finance.

(b) External

- Liaise with relevant stakeholders, private, government and Public on standards, policy and reporting matters.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- 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



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

8. CHALLENGES

- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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.
- 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 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. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

- Bachelor's Degree in Accounting, Economics, Business Management, Strategic Management, or related discipline from a recognized university;
- Master's Degree in related discipline is a bonus;
- Minimum of 5-7 years' of experience in Cash management or Accounting in a Public Service Agency;
- Experience in accounting and financial reporting role;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Experience in administering and managing staff performance.

Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- knowledge and understanding of a range of Public Accounting;
- Advance knowledge in Public Accounting, Cash Management and financial reporting;
- Understanding of the Integrated Finance Management System;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.



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.

