



## 5. MAJOR DUTIES

- Clear processes have been established to ensure efficient management of all administrative activities including:
  - Document management
  - Phone and visitor services
  - Meeting management
- Monthly reporting is provided to the Top Management Team on the performance of the Trust personnel including punctuality and attendance, work output, client service and work ethic
- Fortnightly meetings are held with the members of the Trust team to ensure workflow is monitored and managed effectively
- Regular review of administrative systems is undertaken and improvements implemented
- There is evidence of a proactive approach to monitoring and managing the Trust Branch work area including maintenance, equipment servicing, stationery supply management etc
- Monitor and manage the activities to provide proper control of the establishment of trust accounts and to ensure trust instruments are approved and issued in accordance with Public Finance (Management) Act 1995
- Manage the Branch to ensure regular reviews of trusts and closure of redundant and unapproved trusts and ensure proper documentation of the operational procedures for trusts.
- Provide advice to the Department's Executive, the Minister, and as required for the National Government on trust reform and other issues in managing trusts
- Oversee the work output of the Compliance, Training & Support and Operations Units within the Trust Branch
- Keep the FAS and the Department's executive abreast of all issues affecting trusts
- Conduct regular meetings with Trust Administrators in Department/Agencies
- Present at conferences and forums on Trust reforms
- Development and coach the staff of the Branch an ensue they become proficient in trust and administrative procedures and they develop professionally
- Delegate work to ensure staff are challenged but not overloaded
- An efficient and effective document management system is created, managed and maintained including:
  - Hard copy documents are filed in a logical and easily retrieved manner
  - An electronic filing system is established and utilised efficiently
  - The Department's Records Management Policy is fully complied with to ensure secure archiving of essential records is undertaken
- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times including leading by example, professional behaviour and ethical decision making
- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- 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



## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

All members of the Department (including the Minister) pertinent to operational use of Trust Accounts

#### (b) External

All Departments, Statutory Bodies or entities who operation Trust accounts.

### 6.2 WORK ENVIRONMENT

This role is both a technical and administrative role.

## 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

- 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 needs 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. SKILLS AND EXPERIENCE

### Job Specific Skills

- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the strategic direction and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Effective written and oral communication and presentation skills. Communicate with thoughtfulness and political awareness. Be prepared to support internal and external liaison and negotiation by management on complex matters. As needed, be prepared to chair relevant meetings and supervise or undertake the preparation of agendas, minutes, and workshop materials. Contribute to the facilitation of internal and external dialogues, leading to group conclusions which result in positive outcomes. Demonstrate a confident persona and well-developed presentation skills.
- **Policy analysis and development:** Demonstrate knowledge/understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical recommendations. Plan and monitor work tasks for goal achievement. Promote effective and efficient service delivery.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.
- **Strategic/Technical:** Demonstrate general knowledge and understanding of financial management, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Demonstrate general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role.

## 10. QUALIFICATIONS AND ADDITIONAL EXPERIENCE

### Essential

- **Qualifications:** Possess a university degree at a recognized tertiary level of qualification in accounting and member of a Professional Accounting and Management Body. Possessing a Masters Degree is an advantage.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are

undertaken in accordance with Departmental and Government policies. All performance reviews and related documentation must be updated and accurately reflect the performance and development needs of each team member reporting to this role.

- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans, and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Staff supervision:** In conjunction with the First Assistant Secretary, communicate to the team how their work fits into the Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** In-depth knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

**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 .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary – Trust Accounting (DDFCD.022), Gr. 17**. 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:.....

Division Head Name:..... Date.....

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

