



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 24, 09, 2015

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFCD.042
OFFICE: LEVEL 7, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: FINANCIAL CONTROLS	LOCAL DESIGNATION: EXPENDITURE MONITORING & CONTROL	
BRANCH: EXPENDITURE MONITORING AND CONTROL	REPORTING TO: REF. NO: FIRST ASSISTANT SECRETARY- FINANCIAL CONTROLS DIVISION	SYS. POS. NO:
SECTION: EXPENDITURE MONITORING AND CONTROLS	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

Oversee and control the functions and operations of Expenditure Control & Monitoring Branch to ensure effective and efficient management of the Expenditure Control Branch;

3. DIMENSIONS

The Assistant Secretary Expenditure Monitoring and Controls Branch reports to the First Assistant Secretary- Financial Controls Division and supervises 19 subordinates staff the Expenditure Manager.

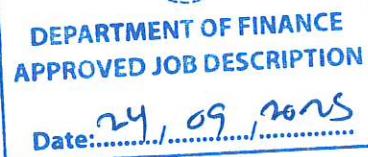
4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee the core functions of the Branch.
- II. Provide status report on issues regarding Expenditure.
- III. Manage and Facilitate payments.
- IV. Administer Reconciliation of Transaction/Bank
- V. Improved processing and Compliance with operations.
- VI. Monitor, manage staff performance.

5. MAJOR DUTIES

- Coordinate and implement the core responsibilities of the Expenditure Monitoring and Control Branch ensuring compliance with standard procedures and guidelines;
- Efficiently Plan, organize and review and evaluate the work of assigned Expenditure Monitoring and Control Branch staff;
- Ensure timely preparation and distribution of the Executive Flash Report to management;
- Efficiently monitor and ensure to extract, analyse and formulate the interpretation of expenditure raw data into managerial reports;
- Maintain and encourage development of new initiatives, review current processes and policies, to improve the delivery of Expenditure Monitoring and Control;

- Monitor and ensure timely feedback is provided on the management report for future reviews;
- Review and analyse the spending by major national departments and report to the senior Executive;
- Maintain and ensure Quarterly review is conducted on expenditures committed and expended by DOF and other external agencies;
- Corrective actions are taken on trends in expenditures revealed in expenditure quarterly reviews;
- Manage and support the Financial Controller Network, i.e. training, conduct monthly meeting;
- Analyze the monthly reports from the Financial Controllers and provide report and brief to management on the affairs of Financial Controllers placed in major spending agencies;
- Conduct quarterly review in liaison with Budget and Reporting Team (BART) and Budget and Review Committee (BRC);
- Ensure consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated;
- Conduct the employee evaluation (appraisal) process, counsel ECB officers and effectively recommend initial discipline;
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.



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.

6.2 WORK ENVIRONMENT

This role is both a technical and administrative role.

9. 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

- Assisting the Manager and Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- 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:

- Bachelors Degree in Accounting, Economics, Business Management, or related discipline from a recognized university;
- Master's Degree in related discipline is a bonus;
- Minimum of 5-7 years' experience in the area of Budgets, Accounting, Expenditure and Management in government or Public Service Agency;
- Experience in accounting and financial reporting role;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;

Knowledge:

- Knowledge and understanding of PFMA, PSMA, PSGO and the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of Public Accounting;
- Advance knowledge in Government Accounting, and financial reporting;
- Good 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;
- Exceptional 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.

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 Expenditure Monitoring and Control Branch, 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:.....

