



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFCD.043
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> ACCOUNTANT 5, Grade 16	
<b>DIVISION:</b> Financial Controls	<b>LOCAL DESIGNATION:</b> Expenditure Monitoring and Control	
<b>BRANCH:</b> Expenditure Monitoring and Control	<b>REPORTING TO:</b>	<b>SYS. POS. NO:</b> <b>REF. NO:</b> Assistant Secretary- Expenditure Monitoring and Control Branch
<b>SECTION:</b> Expenditure Monitoring and Control	<b>LOCATION:</b> Tower 1 Building, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Redesigned according to Re-org

2. PURPOSE

Improve Financial Management within Government Departments and/or Agencies and report to Assistant Secretary of the Expenditure Monitoring and Control Branch. Ensuring major government agencies are monitored and reporting on expenditure, compliance and financial controls.

3. DIMENSIONS

The Manager Expenditure Monitoring and Control reports to the Assistant Secretary- Expenditure Monitoring and Control Branch.

4. PRINCIPAL ACCOUNTABILITIES

- Monitoring and reporting as required on specific areas of expenditure;
- Accountable to the Assistant Secretary of Expenditure Control Branch.
- To ensure the effective financial management in major spending agencies (including procurement requirement: Authority to Pre-Commit).
- Represent the Department of Finance at Host Government Department and/or Agencies Management Meetings, Forums and Ceremonies etc
- Encourage the development of new initiatives, review current processes and policies, and to improve the delivery of Expenditure Monitoring and Control.

5. MAJOR DUTIES

- Subordinates perform their duties as required by the set rules and regulations;
- Supervision and assistance is provided in the performance and duties of the subordinates;
- Quality of the reports provided to the management are correct and accurate;
- Other management duties required by the branch.

- Management and supervision of monitoring and reporting of expenditure performance by national departments with analysis and commentary on aggregate expenditure against budgetary allocations on a monthly basis to the executive management;
- Constant dialogue with national departments regarding to over and underspends and corrective actions are taken.
- Management and Supervision of Court Ordered Claims against the State;
- Management and Supervision any general and external claims against the state;
- Providing briefs and reports in regards points 1 and 2 or related issues.
- carrying out other duties as directed by the:
  - Assistant Secretary – Expenditure Control Branch
  - First Assistant Secretary – CMECD
  - Secretary or Deputy Secretary through FAS CMECD
- 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;
- 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

- Report to the Assistant Secretary – Expenditure Monitoring and Control Branch
- Work alongside Manager other managers to ensure the compliance with expenditure.
- 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.

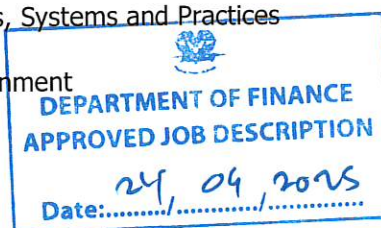
### 6.2 WORK ENVIRONMENT

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



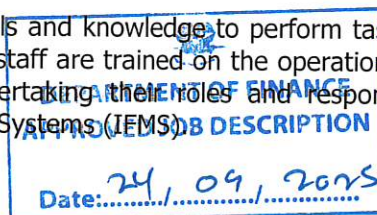


- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan

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

## 8. 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. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Bachelor Degree in Accounting, Business Management, Strategic Management, Business Administration or any related discipline from a recognized university;
- Current registered membership with PNGCPA;
- Minimum of 2 to 3 years significant amount of relevant work experience in Accounting management in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff performance.

### Knowledge:

- In-depth knowledge and understanding of 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 Public Accounting;
- 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 **Accountant 5 Expenditure, Gr. 16**. 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:.....

