

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

Form OD2.7

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| DEPARTMENT OF FINANCE | |
| APPROVED JOB DESCRIPTION | |
| Date: | 24, 09, 2022 |

1. IDENTIFICATION

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| AGENCY: Department of Finance | SYS. POSN. NO: | REF. NO: DFFCD.045 |
| OFFICE: | DESIGNATION/CLASSIFICATION: Accountant Cheque Clearance, Grade 12 | |
| DIVISION: Financial Controls | LOCAL DESIGNATION: Accountant Cheque Clearance | |
| BRANCH: Expenditure Monitoring and Control | REPORTING TO: REF. NO: Assistant Secretary, Expenditure Monitoring and Control Branch | SYS. POS. NO: |
| SECTION: Reporting | LOCATION: Tower 1 Building, Waigani | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|------------------|--------------------------|----------------|
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2. PURPOSE

To ensure payment processing of court orders, clearance of cheques, processing of requisition for payment of expenditure and report are provided on timely basis to *Assistant Secretary, Expenditure Monitoring and Control Branch* of the Expenditure Monitoring and Control Branch. Ensuring that court orders, clearance of cheques, processing of requisition for payment of expenditure *operates* within the expenditure requires in accordance to the fiscal year appropriation.

3. DIMENSIONS

The Accountant reports to the Assistant Secretary, Expenditure Monitoring and Control Branch.

4. PRINCIPAL ACCOUNTABILITIES

- To provide report on daily, weekly, monthly and quarterly basis on the court orders, clearance of cheques, processing of requisition for payment of expenditure on all of Government and to provide timely reports.
- Encourage the development of new initiatives, review current processes and policies of reporting, and to improve the delivery of Expenditure Reporting.

5. MAJOR DUTIES

- Review cheque clearances to ensure the correct IFMS expenditure code is used, check IFMS to ensure no over-runs, check all supporting compliance documents are in order (example FF3, FF4, Agreements, APC, Procurement Contracts, and so forth);
- Ensure that agencies are complying to Financial Instruction and Circular instruction with regards to financial limits for priority clearance.

- Advises agencies of the Financial Instruction and Circular instruction with regards to financial limits for priority clearance.
- Prepare priority clearance in compliance with Financial Instruction and Circular instruction for financial limits for priority clearance.
- Attend to correspondence to Department of Finance with regards to expenditure and outstanding claim that was submitted to DoF.
- Analyze and verify court orders and facilitate payment to ensure that court order warrants are released to settle the court orders;
- Provide reports to management on appropriate order for payment and any legal implication that may arise.
- Monitor the activities on Miscellaneous and or Court Order Vote and prepare expenditure report for First Assistant Secretary (FCD) and Assistant Secretary ECB as needed;
- Ensure relevant court records are maintained in compliance with accepted policies and procedures;
- Assess and Report on specific area of expenditure to ensure compliance of Public Finance Management Act (PFMA) and also within the parameters of the Financial Frameworks;
- Analyse the expenditure trends in detail to recommend appropriate budget level and control expenditure;
- Assess and Report on specific area of expenditure to ensure compliance of Public Finance Management Act (PFMA) and also within the parameters of the Financial Frameworks;
- Analyse the expenditure trends in detail to recommend appropriate budget level and control expenditure;

This will have been satisfactorily achieved when:

carrying out other duties as directed by the:

- Assistant Secretary – Expenditure Control Branch
- First Assistant Secretary – CMECD
- Secretary or Deputy Secretary through FAS CMECD

- 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*
- Works alongside with Accountant all sectors and Reports
- 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

- 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.

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

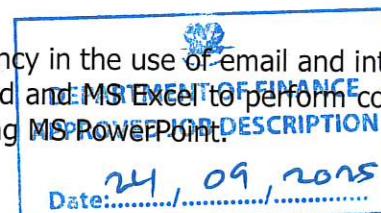
Date: 24/09/2015

10. QUALIFICATIONS AND ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Bachelor degree in Public Finance, Accounting, Business Administration or related discipline from a recognised university.
- **Work experience:** A substantial amount of relevant work experience in administration, supervision, finance and training and development or related functions.

- **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 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.



Desirable

- **Qualifications:** Post-graduate qualification(s) in Public Finance, Accounting, Business Administration or related discipline from a recognised university.
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility and knowledge of communications, policy, public administration or records management. A

demonstrated knowledge/understanding of a range of related administration issues.

- **Technical:** A demonstrated knowledge/understanding of public financial management, training and development, and administration functions.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

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 Cheque Clearance, Gr. 12**. 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:.....

