



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Form OD2.7

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

Date: 24/09/2025

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFCD.050
OFFICE:	DESIGNATION/CLASSIFICATION: Senior Accountant – Administration Sector, Grade 14	
DIVISION: Financial Controls	LOCAL DESIGNATION: Administration Sector	
BRANCH: Expenditure Monitoring and Control	REPORTING TO: REF. NO: Accountant 5- Expenditure Monitoring and Control Branch	SYS. POS. NO:
SECTION: Expenditure Monitoring and Control	LOCATION: Tower 1 Building, Waigani	

HISTORY OF POSITION

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

2. PURPOSE

To manage expenditure reporting for Administration Sector are provided on timely basis and provide reports to Manager- Expenditure Monitoring and Control Branch. Ensuring that Expenditure Reporting are carried out in accordingly and reports of expenditure requires in accordance to the fiscal year appropriation.

3. DIMENSIONS

The Senior Review and Monitoring Accountant- Administration Sector reports to the Manager - Expenditure Monitoring and Control Branch.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure to provide report on daily, weekly, monthly and quarterly basis on the expenditure of when management requires for Administration Sector and to provide on timely basis.
- Encourage the development of new initiatives, review current processes and policies, and to improve the delivery of Expenditure Monitoring and Control in Administration Sector.

5. MAJOR DUTIES

- Manage and supervise the core responsibilities of the Administration Sector;
- Plan, organized, assign, review and evaluate the work assigned to officers under Administration Sector;
- Assist in timely preparation and distribution of the Report to management concerning Administration Sector.
- Ensure extraction, formulation, analysis and interpretation of expenditure raw data into managerial reports;
- Timely feedback is provided on the management report for future reviews;
- Analyze spending by major national departments under Administration Sector and report to the senior Executive;
- Quarterly review is conducted on expenditures committed and expended by Administration Sector;

- Corrective actions are taken on trends in expenditures revealed in expenditure quarterly reviews;
- Analyze and verify court orders and facilitate payment
- Prepare and review payments vouchers to ensure accuracy of information and calculations and make correct entries in Government Accounting System (IFMS);
- Compile and analyze relevant reports on expenditure of external departments under Administration Sector;
- This will have been satisfactorily achieved when:

carrying out other duties as directed by the:

- Manager- Expenditure Monitoring and Control Branch
- Assistant Secretary – Expenditure Monitoring and Control Branch
- First Assistant Secretary – Financial Controls Division
- Secretary or Deputy Secretary through FAS FCD
- 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

- Report to the Manager -Expenditure Monitoring and Control Branch
- Work alongside Senior Review and Monitoring Accountant for other Sectors.
- 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.

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

- 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Accountant, Administration Sector, Gr. 14**. 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:.....

