



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFF.051
OFFICE:	DESIGNATION/CLASSIFICATION: Review and Monitoring Accountant Administrative Sector, Grade 12	
DIVISION: Financial Controls	LOCAL DESIGNATION: Review and Monitoring Accountant Administrative Sector	
BRANCH: Expenditure Monitoring and Control	REPORTING TO: REF. NO: Senior Expenditure Analyst - Administrative Sector	SYS. POS. NO:
SECTION: Expenditure Monitoring and Control	LOCATION: Tower 1 Building, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

To ensure expenditure reporting of Administrative Sector are provided on timely basis and also provide reports to Senior Accountant- Administrative Sector. Ensuring that Expenditure Reporting operates within the expenditure requires in accordance to the fiscal year appropriation.

3. DIMENSIONS

The Review and Monitoring Accountant - Administrative Sector reports to the Senior Review and Monitoring Accountant - Administrative Sector of Expenditure Monitoring and Control Branch.

4. PRINCIPAL ACCOUNTABILITIES

- To provide report on daily, weekly, monthly and quarterly basis on the expenditure on all of Administrative Sector 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 for Administrative Sector.

5. MAJOR DUTIES

- Download various reports from Integrated Finance Management System and to process the general reports intended management.
- Analyze the report and to provide report to ascertain the various habit of expenditure by the agencies within the Administrative Sector.
- Provide report for consumption by the management and propose various measures to control the expenditure of the Administrative Sector.
- Provide reporting for Administrative Sector to ensure that adjustment by the sector to control the expenditure of the agencies of the Administrative Sector.
- To liaise with the concern Sector or the respective Agencies to Monitor and Control their Expenditures.
- Timely feedback is provided on the expenditure reports for future reviews.
- To liaise with Cash Management Branch to ensure that the Public Debt Committee is apprised of forthcoming expenditures as appropriate.

- Doing compliance checks on cheques over one hundred thousand from different Agencies & Departments.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Senior Expenditure Review and Monitoring Accountant – Expenditure Monitoring and Control Branch
- Work alongside Review and Monitoring Accountants for all 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.

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. 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 **Review and Monitoring Accountant Administrative Sector– Appraisal, 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:.....

