



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION
POSITION STATEMENT FOR INTERNAL AUDITOR – PAYROLL & HQ OPERATIONS

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS.POSITION NO:	POS.NO: DFIAEX.007
OFFICE/AGENCY: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: INTERNAL AUDITOR – PAYROLL & HQ OPERATIONS	GRADE: 12
DIVISION: INTERNAL AUDIT & COMPLIANCE DIVISION	LOCAL DESIGNATION NIL	
BRANCH: AUDIT	REPORTING TO: SENIOR AUDITOR – HQ OPERATIONS	POS.NO: DFIAEX.006
SECTION: PAYROLL & HQ OPERATIONS	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	July 2024	Revise, rename, reclassified

2. PURPOSE

To organize and manage annual internal audit program and to lead, plan, organize and carry out the internal audit review in accordance with IACD Internal Audit Policy and Guidelines.

3. DIMENSIONS

The Internal Auditor reports to Senior Auditor and has no subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- To assist the team leader (who may be the AS Audit, Audit Manager or Principle Auditor) in developing the work plan of the assigned audit reviews;
- Develop and execute the Investigation assignments;
- Prepare audit work papers and document the audit work in accordance with IACD Policy and procedures that meet professional standards;
- To efficiently report findings and prepare reports to AS Audit and FAS IACD for review;
- Provide support and perform tasks as requested by the superiors for the effective and efficient operation of Branch;
- To effectively provide support to the Audit Committee.

5. MAJOR DUTIES

- Officer do analysis of the allegation and determine the scope and nature of any investigation;
- Effectively confirming the responsibilities and powers of the investigator;
- Efficiently gathering evidence and conducting the investigation;
- Conducting the investigation on the timely manner;
- Effectively plan and execute audits in accordance with accepted standards;
- Properly analyse, collect and present necessary evidence to support prosecution, administrative and disciplinary matters found existing with the Department of Finance and which its extended Provincial/District Finance Office;
- Follow up on Audit Recommendations as per the Audit Committee Recommendations;
- Delegate tasks generally and regularly meet required deadlines;
- Officer generally and regularly produces the required output or performs the ongoing work;
- Officer generally and regularly meets the required level or professional standards for the activity or area of work;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with the staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuation records, and ensure zero to minimal discipline issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Organisational Strategy Division (OSD) any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated staff to endure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to Senior Auditor;
- All members of the Finance Office pertinent to divisional matters arising;
- Regular liaison and conduct with all Department of Finance staff across all division.

(b) External

- All Government National Departments, the Ombudsman Commission or entities relevant to divisional matters arising involving the Department of Finance.



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;

- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on budget management for the division;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary (AS).

8. CHALLENGES

- Assisting the First Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with change 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:

- Bachelor's Degree in Accounting, Commerce, and Business Administration or in relevant discipline from a recognised university or learning Institutes;
- Must be a registered/certified member with CPA Accounting body;
- Professional experience in all areas of business and financial management;
- Have 2 - 4 years of Auditing experience in Public Sectors/Agency;
- A substantial amount of relevant work experience in public sector setting.

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;
- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- In depth knowledge of IFMS and ALESCO Payroll System.

Skills and Abilities:

- High level of professional communication and interpersonal skills both oral and written;
- Effective management and task delegation skills at all levels;
- Team work player;
- Ability to solves problems;
- Strong ability to manage multiple tasks, priorities and meet deadlines
- Ability to work without supervision and to demonstrate strong work ethics and personal maturity

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 **INTERNAL AUDITOR – PAYROLL & HQ OPERATIONS, 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:.....

