

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

**DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION**
Date: 24.09.2015

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. DFIPD.001	NO: 19
OFFICE:	DESIGNATION/CLASSIFICATION: First Assistant Secretary – Integrated Payments Division		GRADE
DIVISION: Integrated Division	LOCAL DESIGNATION: First Assistant Secretary – Integrated Payments Division		
BRANCH:	REPORTING TO: Deputy Secretary – Operations Wing		
SECTION:	LOCATION: TWIN TOWER 1, MELANASIAN WAY, WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.3035	Revised according to re-org

2. PURPOSE

To provide leadership to, and manage the operations of, the two Branches within the Payments Division, which include the Payroll Operations Branch and Payroll Reporting and Compliance Branch.

3. DIMENSIONS

The First Assistant Secretary – Payments Division reports to the Deputy Secretary – Operations, and oversees the activities of the Branches within the Payments Division through three subordinate managerial positions and two support positions:

- Assistant Secretary – Payroll Support
- Assistant Secretary – Payroll Accounting
- Assistant Secretary – Accounts Payable
- Personal Assistant – Payments Division; and
- Driver – Payments Division.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and other senior management in the Department of Finance by monitoring all payments from the Department to ensure compliance with all legislation, General Orders and Department's policies & procedures and providing advice on the needs of the Department in order to assist with the efficient and effective delivery of the Department's priorities and objectives.
- Assist the Deputy Secretary – Operations, and the Secretary, through the provision of effective leadership and management of the Payments Division.
- Provide guidance and advice to the Assistant Secretaries in the Payroll Operations Branch and Payroll Reporting and Compliance Branch to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of Key Result Areas (KRAs) for the Payroll Operations Branch and Payroll Reporting and Compliance Branch.

5. MAJOR DUTIES

- Contribute to the overall leadership and management of the Operations Wing as directed by the Deputy Secretary – Operations in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Payroll Support Branch:
 - Successful running of fortnightly government payroll.
 - Ensuring government payroll personal information is secure and confidential.
 - General Orders and the Department's policies and procedures.
 - Workers compensation activities are reported.
- Payroll Accounting Branch –
 - Ensuring the government payroll listing is accurate and up to date and monitor for fraudulent activity.
 - Ensuring employee tax and benefits are correctly calculated and related returns prepared and lodged.
- Accounts Payable Branch:
 - Administering purchases, procurement and rentals according to the PFMA and CSTB.
 - Monitoring procurement cycle time and other relevant performance metrics.
 - Ensuring supplier invoices are documented and accurately recorded.
 - Payments are processed by due dates, paid to the correct payee for services actually received and are coded to the correct warrant and appropriation in the IFMS.
 - Encouraging a competitive bidding process for suppliers in order to achieve the best possible "value for money."
 - Leverage Department's size and buying power to negotiate price and supplier terms.
 - Ensuring timely and accurate information is provided to suppliers.
 - Pre-qualify suppliers and ensure goods or services received by the Department meet the required specifications and are supplied at the best value for money.
 - Review legislation and regulations in order to make recommendations to rationalize like policies to reduce unnecessary red tape in procurement and purchases.
- Support the Deputy Secretary – Operations and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department as required on relevant boards and committees.
- Manage the performance of all Assistant Secretaries in the Payments Division and provide strategic planning, direction and leadership to ensure that:
 - The Division and Branches are adequately resourced to deliver on their priorities.
 - Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed;
 - Divisional and Branch finances are administered effectively, efficiently and diligently;
 - All Finance policies and procedures are adhered to correctly; and
 - The Division and Branches have up to date work plans that are monitored and reported against.
- Deputise for the Deputy Secretary – Operations in all aspects of their responsibilities, as required.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Deputy Secretary – Operations
- Work alongside other Divisional heads in the Department of Finance
- Direct management of the Assistant Secretary – Payroll Operations and Assistant Secretary – Payroll Reporting and Compliance.
- Direct management of support staff to the Office of the First Assistant Secretary – Payments Division.
- Regular liaison and contact with other Department of Finance staff across all Divisions.



(b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary– Operations and the Secretary of Finance.

6.2 WORK ENVIRONMENT

This role is a technical 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

- 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 need 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 EXPERIENCES

Job Specific Skills

- **Leadership:** Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capability and commitment and institutional strengthening.
- **Communications:** Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident persona and well developed presentation skills.
- **Policy analysis and development:** Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic corporate policy solutions to serve the government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.
- **Stakeholder relationships:** Demonstrated 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 Finance and ensure proactive engagement with all stakeholders.
- **Technical:** A demonstrated knowledge and understanding at a senior executive level of economic management, strategic development and planning, corporate, business and workforce planning including the Hay Job Evaluation method. Experience with, and the ability to use both the Alesco – Concept Payroll and the Integrated Financial Management System. Possess a detailed understanding of the range of Acts, laws and policies governing the work of Department of Finance including:
 - General accounting principles and practices
 - Public Finance Management Act and Financial Instructions
 - Public Service Management Act
 - Public Service General Orders
 - Organic Law on Provincial & Local Level Governments
 - Government Financial Management System and Financial Procedures



10. QUALIFICATIONS AND ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A tertiary degree from an accredited tertiary institution in Public Finance, Accounting, Business Administration, Economics or a related discipline.
- **Work experience:** Substantial relevant work experience in administration and supervision. Demonstrate knowledge on public financial reporting, accounting, formulation and implementation of annual work plans, corporate plans, annual budget and annual reporting, financial management, procurement and properties management.
- **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 Division 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 the team 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 Deputy Secretary, communicate to the Division 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 the 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) from an accredited tertiary institution in Economics, Public Administration or Management.
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility and knowledge of public financial reporting, budgeting, financial policy or analysis. A demonstrated knowledge/understanding of a range of related administration issues.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.
- **Other:** Membership of appropriate professional organization(s).



