



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24.09.25

	SYS.POSN. NO:	POS. NO
DEPARTMENT:	DESIGNATION/CLASSIFICATION:	Grade:
FINANCE	Section 33 Officer	13
OFFICE/AGENCY:	LOCAL DESIGNATION	
	Section 33 Officer	
DIVISION:	HIGHEST SUBORDINATE	POS. NO.
Integrated Payments	NIL	
BRANCH:	IMMEDIATE SUPERVISOR	POS. NO.
Accounts Payable	Senior Accountant 4 – Section 33	DFIPD.011
SECTION:	LOCATION	
N/A	TWIN TOWER 1, MELANESIAN WAY, WAIGANI	

HISTORY OF POSITION		
File no.	Date of variation	Details
	02 nd DECEMBER 2005	
DFCMECD.042	26 th APRIL 2010	RENUMBER / RECLASSIFY
	25 TH FEBRUARY 2025	REVISE, RENAME & RECLASSIFY

Purpose and Accountabilities of the position
<ul style="list-style-type: none">Assist Assistant Secretary – Accounting with the prepare consolidated weekly, monthly reports to Deputy Secretaries and Secretary on the Department Expenditure under Division, 206, 207, 212 initiating appropriate action through the concerned Divisional Heads.Pre-examine of reconciliation for PO's and FF4's to ensure they meet procedural requirement.Ensure queries from Auditor General & Inspection office is done promptlyPrepare list of Financial Delegates for the Department and submit for Secretary's approval including alterations to the list during the course of the year.Maintain constant review and detailed record of the department expenditure to ensure that funds are being spent in a most effective and economic manner.Provide leadership, mentoring and coaching for Accounts Payable Branch.Assist the Assistant Secretary – Accounting in the preparation of the Annual Budget Estimates and the Quarterly Review Report.
PERSON AND POSITION SPECIFICATIONS
Qualifications:
<ul style="list-style-type: none">Possess a University Degree in Accounting or Commerce or Business Economics or other Tertiary Qualification that may be acceptable to the Secretary of Finance.Membership of Professional Accounting Body in PNG/Overseas
Knowledge:

- In-depth knowledge of all relevant legislation, Acts, and Laws including (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation.
- High level knowledge of Microsoft Office programs including Word, Excel.
- Extensive knowledge of good management practices
- Comprehensive knowledge of PNG Public Service systems
- In depth knowledge of the PGAS and the Integrated Financial Management System.

Skills:

- Significant professional experience in all areas of business and financial management
- Have high level Communication and Interpersonal Skills.
- Well developed analytical skills to support problem solving, report writing and other issues requiring analysis and response.

Abilities:

- Proven ability to lead and manage a small team of professionals
- Strong ability to manage multiple tasks, prioritise and meet deadlines
- Ability to be highly organised and to respond to pressure
- Ability to provide effective management advice and client service

Principal Liaisons

Internal: All members of the Department pertinent to Divisional matters arising

External: All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

Key Areas of Responsibility

Key Result Area (1): Pre – examinations and reconciliations of Purchase Order & FF4's to ensure they meet procedural requirement

Performance standard: This will have been satisfactorily achieved when: Completed in a timely manner of the following:

- Daily claims are processed in a timely and professional manner.
- Ensure all payments and disbursements of EFT are done in accordance with PFMA
- Ensure EFT payments are made correctly to the supplier accounts detailed
- In a case where cheque is being printed, ensure it is in accordance to PFMA
- All cancelled and stale cheques are journalised and recorded and replacement done
- All cheques done are recorded and disbursed to the correct payee

Key Result Area (2): Reconciliation of Bank Accounts

Performance standard: This will have been satisfactorily achieved when:

- Ensure bank reconciliations for the Drawing Accounts is done monthly.
- Ensure EFT transaction are correctly done, so that suppliers are satisfied
- Prepare list of stale cheque monthly and reported to Assistant Secretary on a monthly basis
- Cancelled and stale cheques are reconciled yearly and replacements done
- All journals to effect the replacements of cheques are done regularly.



Key Result Area (3) Management letters of the Auditor General's office and Inspection office queries are done promptly

Performance standard: This will have been satisfactorily achieved when:

- Ensure all queries and management letters from the Auditor General's office and Inspections are done within timeframe.
- Ensure other queries and investigations are properly sanctioned from the office of Secretary before actioning.

Key Result Area (4) Reconciliation of all payments and ensure that the relevant Acts and Regulations apply

Performance standard: This will have been satisfactorily achieved when:

- *Ensure payments have been complied with the PFMA*
- *Assist Assistant Secretary with reconciliations of Warrants and CFC's report to Budget Review Committee on a regular basis.*
- *Ensure there is sufficient funding available in all divisions for their expenditure monthly*

Key Result Area (5) Improved daily cheque processing

Performance standard: This will have been satisfactorily achieved when:

- Cheques processing are done without delay and report sent to stakeholders
- *Ensure cheques over six months in paying office should be repaid to state.*
- *Ensure there is enough new cheques in stock for printing usage*

Key Result Area (6) Reporting

Performance standard: This will have been satisfactorily achieved when: Timely preparation of the following reports:

- Monthly Expenditure Status Reports to managements
- Ensure monthly Reconciliation is up to date and submitted to Accounting Frameworks for review
- Ensure all stale cheques are reported to Assistant Secretary yearly

Key Result Area (7) Professional conduct

Performance standard: This will have been satisfactorily achieved when:

- 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



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 (insert employee name) Have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Section 33 Officer - Gr. 13**. 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:

