



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



	<b>SYS.POSN. NO:</b>	<b>POS. NO</b> DFIPD.012
<b>DEPARTMENT:</b> FINANCE	<b>DESIGNATION/CLASSIFICATION:</b> Section 33 Officer	<b>Grade:</b> 13
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> Section 33 Officer	
<b>DIVISION:</b> Integrated Payments	<b>HIGHEST SUBORDINATE</b> NIL	<b>POS. NO.</b>
<b>BRANCH:</b> Accounts Payable	<b>IMMEDIATE SUPERVISOR</b> Senior Accountant 4 – Section 33	<b>POS. NO.</b> DFIPD.011
<b>SECTION:</b> N/A	<b>LOCATION</b> TWIN TOWER 1, MELANESIAN WAY, WAIGANI	

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

**Purpose and Accountabilities of the position**

- 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 promptly
- Prepare 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:**

- 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: .....

