



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.005
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY – GRADE 17	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: DIGITAL REVENUE COLLECTIONS & RECEIPTING BRANCH	
BRANCH: DIGITAL REVENUE COLLECTIONS AND RECEIPTING	REPORTING TO: FAS_ NSRC SYS. POS. NO: REF. NO: DFNSRC.001	
SECTION:	LOCATION: 5 TH FLOOR, TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	08.03.2025	Revise, rename, redesign according to Re-org

2. PURPOSE

To provide overall management and oversight of the Digital Revenue Collections and Receipting Branch and ensure that all departmental revenue collections from all collecting points are being receipted correctly into the General Ledger Accounts in the Integrated Financial Management System (IFMS).

3. DIMENSIONS

The Assistant Secretary for Digital Revenue Collections and Receipting Branch reports directly to the First Assistant Secretary for National & Statutory Revenue Collections Division.

4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee and manage the daily functions of the branch.
- II. Manage Revenue reports from IFMS and provide report to Management on collection of revenue
- III. Administer and ensure reconciliation of all transactions.
- IV. Monitor Staff performance, recommend actions by management where appropriate.
- V. Provide accountability and transparency relating to performance expectations.

5. MAJOR DUTIES

- Efficiently, manage and implement the responsibilities, ensuring set deliverables are achieved as required;
- Efficiently implement collection of revenues, ensuring the process are in compliance set policies, guidelines and regulations;
- Administer and ensure that the Cash Book Ledger Balance in IFMS should balance with the bank statement balance on a monthly basis once it is reconciled;
- Flag and report any anomalies as soon as possible for corrective action to be taken;
- Ensure revenue reports extracted from the Integrated Financial Management system (IFMS) are updated and provided to top management and the revenue collecting departments;
- Efficiently administer and ensure that the daily balance of the bank statement for all the Receiver of Public Monies Bank Accounts agree with the Cash Book Ledger codes in IFMS;

Assistant Secretary_ Digital Revenue Collections & Receipting

24th March 2025

- Lead, manage and supervise all staff in the branch to perform their duties in relation to the digitization of revenue collections and receipting that is going through the online payments of revenues;
- Efficiently prepare and present departmental revenue reports, briefs and minutes on all related departmental revenue issues to the divisional head and management;
- Maintain and represent the branch and division at various committee meetings and other related meetings on the issues affecting the branch and Division;
- Establish positive relations and consultative dialogue and network with line departments & agencies on non – tax revenue issues & agenda;
- Ensure officers in the branch perform their roles in line with the work activities outlined in the divisional work plan and the Corporate Work Plan.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the First Assistant Secretary – National & Statutory Revenue Collections;
- Establish teamwork and relationship with other divisions in the department on any issues relating to the digitization of revenue collections and receipting of these revenues into the digitization portal and uploading into the Integrated Financial Management System (IFMS).
- Liaise with all divisions within Department of Finance any issues relating to the digitization of these departmental revenues.

(b) External

- Liaise with all national departments that collect departmental revenue and conduct quarterly review meetings with them to ensure they are effectively collecting revenue.
- Assist these national departments on any issues relating to their collections and on the review of fees and charges

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 Activity Work Plan.

7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) on issues affecting the revenue collections and other 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 the Department.

7.3 Decisions:

- Provide insights and make decisions on the delegation/allocation of tasks;
- Decide on relevant recommendations on issues to be brought to the attention of the First Assistant Secretary (FAS).



8. CHALLENGES

- Assist the First Assistant Secretary in planning and development of the Divisional Work plan and Divisional Budget;
- Changes in the legislations, Acts, and internal policies that will affect the flow of work;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of the divisional goals to ensure work activities are performed in order to achieve the divisional objectives. Ensure there is open communication with the management and other Assistant Secretaries in the division in any issues affecting the Digitization of collecting and receipting all departmental revenue.
- Employing officers who do not have the required skills and knowledge in performing the assigned tasks and the turnaround time to complete these assigned tasks is also delayed.
- Identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure to employ officers who have the required skills and knowledge to perform the assigned roles and responsibilities and are well versed with the Integrated Financial Management Systems (IFMS).

9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications and Experience:

- Bachelor Degree in Accounting, Economics, Business Management, Business Studies or Economics from a recognized university;
- Minimum of 5-7 years' experience in Accounting, Financial Management, Taxation with similar management roles in a Public Service Agency;
- Experience working a public sector setting or government agency, specifically in the space of taxation and accounting;
- Possess significant experience in all areas of accounting, Public Finance Management, etc.
- Exposure in Taxation, Accounting, Financial Reporting and economic analysis.

Knowledge:

- In-depth knowledge of the Public Finances (Management) Act, 1995, PSMA, PSGO and related Laws governing the operations of the department;
- High level knowledge of Microsoft Office programs including Word, Excel, and Powerpoint;
- Extensive knowledge of public administration and management practices;
- In depth knowledge of (GAAP) Accounting Principles;
- Comprehensive knowledge of Analytical Reporting and Writing.

Skills and Abilities:

- Ability to display maturity in handling and managing responsibilities;
- Must possess Management & leadership qualities;
- High level of communication and interpersonal skills;
- Ability to work under tight deadline and can handle stressful situation;
- Well-developed analytical skills to support problem solving, report writing & correspondences;
- Must be a team player and has the initiative of thinking up new ideas.



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 **Assistant Secretary – Digital Revenue Collection and Receipting Branch, Gr. 17**. 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:.....

