



PAPUA NEW GUINEA PUBLIC SERVICE  
JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 01/09/2025

**1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.016
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: REVENUE REPORTING & MONITORING	
BRANCH: REVENUE REPORTING & MONITORING	REPORTING TO: FAS_NSRC SYS. POS. NO: REF. NO: DFNSRC.001	
SECTION: Reporting & Monitoring	LOCATION: 5 <sup>th</sup> 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 Revenue Monitoring and Reporting Branch and ensure all non - tax revenue collections from all collecting points are being receipted correctly into the General Ledger Accounts in the Integrated Financial Management System (IFMS). The Cash Book Ledger Balance in IFMS should balance with the bank statement balance on a monthly basis once it is reconciled.

**3. DIMENSIONS**

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

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Lead, manage and oversee the performance of the branch to ensure all officers under the branch are actively performing their duties.
- II. Ensure non – tax revenue reports extracted from the Integrated Financial Management system (IFMS) are updated and provided to top management and the non – tax revenue collecting departments.
- III. Administer and manage staff performance according to divisional objective.
- IV. Provide accountability and transparency relating to performance expectations.

**5. MAJOR DUTIES**

- Efficiently administer and take the lead and initiative to manage, supervise & direct staff in the branch to perform their duties in relation to reporting and monitoring of non – tax revenue;
- Manage and control all daily tasks & activities performed by each staff in the branch ensuring set objective, in line with divisional objectives are achieved;
- Monitor all the officers in the branch to ensure they are actively performing their duties outlined in the Job Description and to evaluate their performance too so they are performing to the best of their ability, knowledge and skills;
- Ensure officers in the branch perform their roles in line with the work activities outlined in the divisional work plan and also the Corporate Work Plan.

- Maintain and ensure (reconcile) daily balance of bank statement for all the Receiver of Public Monies Bank Accounts agree with the Cash Book Ledger in IFMS;
- Represent the branch and division at various committee meetings and other related meetings on the issues affecting the branch and Division;
- Efficiently produce non – tax revenue reports, briefs and minutes on all related non – tax revenue issues to the divisional head and management;
- Establish effective consultative dialogue, relationship and network with line departments & agencies on non – tax revenue issues & agendas;
- Perform other duties as per directions from the First Assistant Secretary.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the First Assistant Secretary – National & Statutory Revenue Collections;
- Establish Teamwork with the Assistant Secretaries for the other branches (Digital Revenue Collections and Receipting Branch & Statutory Authorities Revenue Collection Reporting Branch);
- Supervise the Senior officers and other officers down the line
- Establish teamwork and relationship with other divisions in the department on any issues relating to the collections of non – tax revenue;
- Liaise with all divisions within Department of Finance.

#### (b) External

- Liaise with all national departments that collect non – tax revenue and conduct quarterly review meetings with them.
- 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 non- tax 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 Department.

### 7.3 Decisions:

- Provide insights and make decisions on 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 Revenue Reporting and Monitoring Branch.
- 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 Power point;
- 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:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary – Revenue Monitoring and Reporting 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:.....

