



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.017
<b>OFFICE:</b> 5 <sup>th</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER – MONITORING AND REPORTING OF DEPARTMENTAL REVENUE (FEES AND CHARGES), GRADE 16	
<b>DIVISION:</b> NATIONAL & STATUTORY REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> TEAM LEADER – MONITORING & REPORTING OF DEPARTMENTAL REVENUE (FEES & CHARGES)	
<b>BRANCH:</b> REVENUE REPORTING & MONITORING	<b>REPORTING TO:</b> ASSISTANT SECRETARY – REVENUE MONITORING & REPORTING BRANCH <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFNSRC.016	
<b>SECTION:</b> Reporting & Monitoring	<b>LOCATION:</b> 5 <sup>th</sup> Floor, Twin Tower 1, Waigani	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	08.03.2025	Revise, rename, redesign

### 2. PURPOSE

To assist the Assistant Secretary (AS) in ensuring that all revenues collected by the national departments are reported correctly in IFMS against the Receiver of Public Monies (ROPM) Account Cash Book Ledger Code. This ROPM Cash Book Ledger Code should be reconciled on a monthly basis against the bank statement. Updated reports on these revenue collections will be provided to top management and as and when requested by the national departments for them to update their records. These revenues collected and reported will also have to be monitored so they are accounted for correctly against the cash book ledger code in IFMS and to reconcile against the ROPM bank statement.

### 3. DIMENSIONS

The Team Leader – Revenue Reporting and Monitoring Branch reports directly to the Assistant Secretary – Revenue Reporting and Monitoring Branch.

### 4. PRINCIPAL ACCOUNTABILITIES

- I. Ensure Senior Reporting and Monitoring Officers are actively performing their duties.
- II. Monitor the performance all the officers reporting to the Manager 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.
- III. 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.
- IV. Provide accountability and transparency relating to performance expectations.

### 5. MAJOR DUTIES

- To take the lead and initiative to manage, supervise & direct all subordinates in the branch to duly perform their duties in monitoring and reporting of revenue.

- To manage and control all daily tasks & activities performed by each staff that reports to the manager.
- To provide directions to the monitoring and reporting officers so they are performing their duties accurately and providing the mandated revenue reports on time.
- To ensure that the monitoring and reporting officers liaise with the bank to obtain the bank statement for the Receiver of Public Monies Bank Account and reconcile against the Cash Book Ledger code in IFMS on a monthly basis.
- To represent the branch and division at various committee meetings and other related meetings on the issues affecting the branch and Division.
- To prepare and present any relevant revenue reports, briefs and minutes on all related revenue issues to the divisional head, top management and the national departments.
- To create consultative dialogue and network with national departments & agencies on revenue issues & agendas.

To perform other duties as per directions from the Assistant Secretary & FAS.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the Assistant Secretary & First Assistant Secretary – National & Statutory Revenue Collections on issues relating to revenue reports;
- 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 revenue;
- Liaise with all divisions within Department of Finance on any issues relating to revenue reporting and monitoring.

#### (b) External

- Liaise with all national departments that collect departmental revenue and conduct quarterly review meetings with them.
- Assist these national departments on any issues relating to the revenue reporting and monitoring of revenue 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 Assistant Secretary (AS) for the branch 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 Department.

### 7.3 Decisions:



- Provide advice, insights and make decisions on the delegation/allocation of tasks;
- Decide on relevant recommendations on issues affecting the monitoring and reporting of revenue collections that should be highlighted to the Assistant Secretary (AS) & FAS.

## 8. CHALLENGES

- Assist the Assistant Secretary in ensuring the daily tasks for the branch are fully executed and should always be in line with the Divisional Work plan and Divisional Budget;
- Changes in the legislations, Acts, and internal policies that will affect the flow of work relating to the reporting and monitoring of revenue collections;
- 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 FAS, AS's and the top management on any issues affecting the Revenue Monitoring and Reporting Branch.
- Ensure requested reports on revenue are provided monthly or any other time requested by management.
- 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. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Bachelor Degree in Accounting, Financial Management, Business Studies or Economics from a recognized university;
- Minimum of 3-5 years of relevant work experience in Accounting, Financial Management, Business Studies or Economics and also has similar management roles in a Public Service Agency;
- Must have work experience and exposure to Accounting, Financial Management and Business Studies and Economics.



### Knowledge:

- In-depth knowledge of the Public Finances (Management) Act, 1995.
- High level knowledge of Microsoft Office programs including Word, Excel, and PowerPoint
- Extensive knowledge of good office management skills & practices
- In depth knowledge of (GAAP) Accounting Principles
- Comprehensive knowledge of Analytical Reporting and Writing.

### Skills and Abilities:

- Must possess Management & leadership qualities
- Possess significant professional experience in all areas of accounting, Public Finance Management, etc.
- High level of communication and interpersonal skills.
- 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 **Team Leader – Monitoring & Reporting of Departmental Revenue, Gr. 16**. 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:.....

