



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.021
OFFICE: 5 th FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: REVENUE REPORTING OFFICER - GRADE 12	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: REVENUE REPORTING OFFICER	
BRANCH: REVENUE REPORTING & MONITORING	REPORTING TO: NO: SENIOR REVENUE REPORTING OFFICER	SYS. POS. NO: REF.
SECTION: REPORTING & MONITORING	LOCATION: 5 th Floor, Twin Tower 1, Waigani	

HISTORY OF POSITION

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

2. PURPOSE

The Revenue Reporting Officer will assist the Senior Revenue Reporting Officer to ensure 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 too. The revenue collections will be reported on a daily basis and do the final report at the end of the month to provide to management.

3. DIMENSIONS

The Reporting Officer will report to the Senior Revenue Reporting Officer, Team Leader – Revenue Monitoring & Reporting of Departmental Revenue (Fees & Charges), the AS and FAS.

4. PRINCIPAL ACCOUNTABILITIES

- I. The Reporting Officer will assist the Senior Revenue Reporting Officer to oversees the reporting of revenue collections through the IFMS system and that is where data on revenue collections is extracted from IFMS to update the required revenue reporting template.
- II. Provide to the Senior Reporting Officer and the Manager an updated report on revenue collections and the same report will be provided to the national departments too on a monthly basis so they update their records.
- III. Assist the national departments issues relating to departmental fees and charges and ensure the correct fees and charges are being applied and updated in IFMS.
- IV. Ensure all required tasks are performed under the branch and they are also in line with the work activities outlined in the divisional work plan.
- V. Ensure all reporting tasks are performed to the best of your ability, knowledge and skills and accountability and transparency must always prevail.

5. MAJOR DUTIES

- To establish a reporting template that will cater for all the revenues collected by the national departments and update this template on a monthly basis or as and when required by the Team Leader, AS, FAS and top management as well as the national departments.
- Ensure to have access to IFMS to extract the revenue reports and to update the reporting template so the data is valid and can be provided as when they request for the revenue reports. This will enhance the monitoring of revenue collections and to ensure these reports are monitored and updated accordingly.
- From time to time, the Revenue Reporting Officer will continue to have access to IFMS and confirm all the revenues collected on a daily basis and update the Revenue Reporting template to ensure the Cash Book Balance agrees with the ROPM Bank Account and the IFMS Cash Book Ledger Code.
- The Reporting Officer will also continue to liaise with the national departments to ensure revenue collections are receipted correctly into IFMS and as and when issues arise they should contact our division to assist solve their problems.
- The Monitoring Officer will continue to liaise with the Senior Revenue Reporting Officer on the revenue collections 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 Senior Revenue Reporting Officer, Team Leader, Assistant Secretary & First Assistant Secretary – National & Statutory Revenue Collections on issues relating to revenue reports;
- Establish Teamwork with the Assistant Secretaries and officers for the other branches (Digital Revenue Collections and Receipting Branch & Statutory Authorities Revenue Collection & Reporting Branch.
- Establish teamwork and relationship with other divisions in the department on any issues relating to the reporting of the revenue collections;
- Liaise with all divisions within Department of Finance on any issues relating to the reporting of revenue collections.

(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 Team Leader and the Assistant Secretary (AS) for the branch on issues affecting the reporting of the revenue collections and other branch matters;
- Recommend to First Assistant Secretary (FAS) through Team Leader and the Assistant Secretary (AS) for the branch on possible resolutions and identify ways to improve these issues, the systems and processes within the branch, division and Department.

7.3 Decisions:

- Provide suggestions and advice to the Team Leader on any critical issues affecting the reports on the revenue collections;
- Decide on relevant recommendations on issues affecting the reporting of revenue collections that should be highlighted to the Team Leader, Branch Assistant Secretary (AS) & FAS.

8. CHALLENGES

- Assist the Senior Revenue Reporting Officer, Team Leader, Assistant Secretary and FAS in ensuring all 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;
- Assist the Team Leader, AS & FAS in any issues relating to revenue collections so resolutions will be identified to fix the issues so the reporting role can continue to be performed under the branch.
- Ensure there is open communication with the FAS, AS's and the top management on any issues affecting the Revenue Reporting Branch.
- Ensure requested reports on revenue are provided monthly or any other time requested by management.

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 Power point
- 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 Professional Accounting and Business Management skills.
- Must possess some professional experience in accounting and Public Finance Management, etc.
- Must possess 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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Revenue Reporting Officer, Gr. 12**. 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:.....

