



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24.09.2023

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.025
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY, GRADE 17	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: STATUTORY BODIES REVENUE COLLECTION & REPORTING	
BRANCH: REVENUE REPORTING & MONITORING	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 oversee and manage the effective collection, monitoring, and reporting of non-tax revenues from statutory authorities in Papua New Guinea. The position ensures compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation. The role requires strategic oversight of revenue collection processes, bank reconciliation, and financial reporting to ensure transparency, accountability, and prudent public finance management.

3. DIMENSIONS

The Assistant Secretary for Statutory Bodies Revenue Collection & Reporting reports directly to the First Assistant Secretary for National & Statutory Revenue Collections Division.

4. PRINCIPAL ACCOUNTABILITIES

- I. Oversee and provide Strategic Leadership and Management of the functions of the branch.
- II. Administer and implement Revenue Collection and Monitoring.
- III. Implement efficient Bank Reconciliation and Financial Reporting.
- IV. Ensure Compliance and Risk Management.
- V. Provide effective Team Leadership and Staff Development.

5. MAJOR DUTIES

- Implement timely and accurate collection of non-tax revenues from statutory authorities in alignment with national public finance management goals;
- Maintain accurate records of revenue collections and ensure proper remittance of funds to the Consolidated Revenue Account and statutory bodies' operating accounts in compliance with legal mandates;
- Develop and implement policies, procedures, and systems to enhance the efficiency and effectiveness of non-tax revenue collection processes;
- Ensure all processes are in compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation;

- Foster a culture of accountability, transparency, and professionalism within the branch, and represent the Department in matters related to non-tax revenue collections, both internally and externally;
- Monitor daily and weekly revenue collections and operating accounts to ensure funds are earmarked for statutory expenditures;
- Develop and implement risk management strategies to mitigate risks related to revenue collection and financial management;
- Flag and investigate suspicious transactions or irregularities in accounts, and take corrective action as necessary;
- Prepare detailed reports for senior management on revenue collection performance, compliance issues, and corrective measures;
- Efficiently implement the bank reconciliation process for all statutory bodies' revenue and operating accounts;
- Ensure accurate and timely reconciliation of accounts, identifying and resolving discrepancies;
- Prepare financial reports, ensuring compliance with government accounting standards and legislation;
- Ensure that all financial transactions are properly documented and recorded for audit purposes;
- Conduct regular audits and reviews of statutory bodies' revenue collection processes to ensure compliance with legislation and policies;
- Address non-compliance issues and implement corrective measures to prevent recurrence;
- Efficiently lead and provide guidance to a team of accountants, managers, and compliance officers;
- Promote and implement a collaborative and high-performance work environment, fostering team spirit and professional development;
- Uphold the highest standards of professionalism, integrity, and ethical behaviour in all activities;
- Conduct regular performance reviews and provide feedback to team members;
- Identify training needs and facilitate capacity-building initiatives for staff.

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;
- 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 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 problem solving and report writing skills;
- 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 – Statutory Bodies Revenue Collection 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:.....

