



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 27 / 09 / 2025

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFNSRC.026
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: Team Leader, Grade 16	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: STATUTORY BODIES REVENUE COLLECTION & REPORTING	
BRANCH: REVENUE REPORTING & MONITORING	REPORTING TO: AS – STATUTORY BODIES COLLECTION & REPROTING SYS. POS. NO: REF. NO:	
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

The Team Leader – Statutory Bodies Revenue Collections & Bank Reconciliation is a senior leadership role responsible for overseeing the efficient and accurate collection, reconciliation, and management of non-tax revenue from statutory bodies. 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 decision-making, prudent financial management, and the ability to lead a team in delivering high-quality public finance services.

3. DIMENSIONS

The Team Leader for Statutory Bodies Revenue Collection & Bank Reconciliations directly reports to the Assistant Secretary for Statutory Bodies Revenue Collections and Monitoring Branch.

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;
- Conduct daily and weekly bank reconciliations for non-tax revenue collections from statutory bodies.
- Reconcile funds remitted to statutory authorities for their expenditure, ensuring accuracy and compliance with financial regulations.
- Monitor all statutory bodies' revenue and operating accounts to ensure funds are earmarked and allocated correctly.

- Ensure funds collected by statutory authorities are deposited into designated revenue and operating accounts.
- Oversee the remittance of funds to the Consolidated Revenue Account and statutory bodies' operating accounts through internet-based systems.
- Prepare and present weekly financial reports to the First Assistant Secretary and executive management, highlighting key issues and resolutions.
- Analyse financial data to identify discrepancies, trends, and areas for improvement in revenue collection and reconciliation processes.
- Provide strategic advice to senior management on matters related to non-tax revenue collections and financial management.
- Lead and manage a team of accountants and senior accountants, fostering a collaborative and high-performing work environment.
- Make strategic decisions to improve the efficiency and effectiveness of non-tax revenue collection and bank reconciliation processes.
- Develop and implement policies, procedures, and systems to enhance financial accountability and transparency.
- Represent the Department of Finance in meetings, workshops, and forums related to non-tax revenue collections and public finance management.
- Ensure compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation.
- Oversee the preparation of Authority to Transfer Funds documents for remittance to statutory bodies.
- Ensure statutory bodies adhere to fee and charge collection guidelines and deposit funds into designated accounts.
- Address and resolve any issues identified during the reconciliation process, escalating critical matters to senior management as necessary.
- Provide leadership, guidance, and mentorship to subordinate staff, promoting professional growth and development.
- Conduct regular performance reviews and provide feedback to team members.
- Foster a culture of teamwork, accountability, and continuous improvement within the division.

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 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 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 **Team Leader – Statutory Bodies Revenue Collection and Bank Reconciliation, 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:.....

