



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.031
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER – REVENUE MONITORING & COMPLIANCE OF STATUTORY BODIES COMPLIANCE, GRADE 16	
DIVISION: NATIONAL & STATUTORY REVENUE COLLECTIONS	LOCAL DESIGNATION: TEAM LEADER – MONITORING & COMPLIANCE OF STATUTORY BODIES COMPLIANCE, GRADE 16	
BRANCH: REVENUE REPORTING & MONITORING	REPORTING TO: ASSISTANT SECRETARY – REVENUE MONITORING & REPORTING BRANCH 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

2. PURPOSE

The Team Leader – Monitoring & Compliance - Statutory Bodies Revenue Collections is a critical leadership role within the Department of Finance, responsible for ensuring the effective monitoring, compliance, and oversight of non-tax revenue collections from statutory authorities. The position ensures that all statutory bodies' revenue and operating accounts are managed prudently, in compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation. The role requires a high level of accountability, strategic oversight, and managerial expertise to ensure the integrity of public funds and the efficient operation of revenue collection processes.

3. DIMENSIONS

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

4. PRINCIPAL ACCOUNTABILITIES

- I. Accountable to the Assistant Secretary for the effective monitoring and compliance of non-tax revenue collections.
- II. Ensure that all financial transactions and reports are accurate, transparent, and compliant with relevant legislation.
- III. Accountable for the performance and deliverables of the Monitoring & Compliance team.

5. MAJOR DUTIES

- Develop and implement strategies to enhance the efficiency and effectiveness of non-tax revenue collection processes.
- Align departmental goals with national public finance management objectives.
- Set clear performance expectations for subordinates and monitor their progress.
- Conduct regular performance reviews and provide constructive feedback.

- Address performance issues promptly and implement improvement plans where necessary.
- Ensure that the team has the necessary resources, tools, and training to perform their duties effectively.
- Manage the division's budget and ensure prudent use of financial resources.
- Build and maintain strong relationships with internal and external stakeholders, including statutory bodies, government departments, and financial institutions.
- Represent the Department of Finance in meetings, workshops, and forums Identify potential risks to revenue collection and compliance processes and develop mitigation strategies.
- Ensure that all financial transactions and processes adhere to risk management frameworks and government policies.



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 the responsible government agencies that collect revenue and conduct quarterly review meetings with them.
- Assist these government agencies on any issues relating to their revenue reports, monitoring of revenue collections and on the review of their fees and charges.
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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.

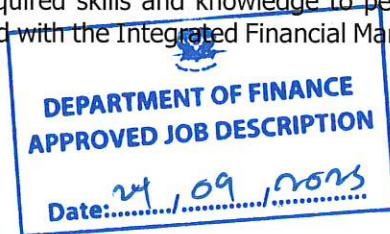
7.3 Decisions:

- 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 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 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:

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 – Monitoring & Compliance, 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:.....

