



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 24/09/2025

1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFNSRC.033
<b>OFFICE:</b> 5 <sup>th</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> REVENUE MONITORING & COMPLIANCE OFFICER, GRADE 12	
<b>DIVISION:</b> NATIONAL & STATUTORY REVENUE COLLECTIONS	<b>LOCAL DESIGNATION:</b> REVENUE MONITORING & COMPLIANCE	
<b>BRANCH:</b> REVENUE REPORTING & MONITORING	<b>REPORTING TO:</b> SENIOR OFFICER – REVENUE MONITORING & COMPLIANCE <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFNSRC.032	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

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

2. PURPOSE

The Revenue Monitoring & Compliance Officer is a critical role within the Department of Finance, responsible for overseeing and ensuring the efficient and transparent collection, monitoring, and remittance of Non-Tax Revenue (NTR) from statutory bodies. The position ensures compliance with relevant legislation, including the Public Finances (Management) Act 2016 (Amended) and the Non-Tax Revenue Administration Act 2022, while promoting prudent public financial management. The role involves daily monitoring of statutory bodies' revenue and operating accounts, ensuring funds are properly earmarked, and flagging suspicious transactions. The position also requires strong leadership, analytical, and communication skills to provide effective oversight and advice to both internal and external stakeholders.

3. DIMENSIONS

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

4. PRINCIPAL ACCOUNTABILITIES

- Monitor all statutory bodies' revenue and operating accounts to ensure funds are properly earmarked and remitted.
- Verify that all collections are deposited into designated accounts and reconcile discrepancies.

5. MAJOR DUTIES

- Oversee the collection and remittance of Non-Tax Revenue from statutory bodies.
- Ensure statutory bodies collect fees and charges into designated revenue and operating accounts.
- Monitor daily and weekly revenue collections and remittances to ensure compliance with government regulations.
- Flag and investigate suspicious transactions or irregularities in accounts and prepare detailed reports for management

- Ensure funds earmarked for statutory expenditure are remitted to the appropriate operating accounts through internet-based systems.
- Ensure funds due to the Consolidated Revenue Account are remitted promptly and accurately.
- Prepare and submit weekly and monthly reports on revenue collections, remittances, and compliance status.
- Provide detailed analysis and recommendations to improve revenue collection processes and compliance.
- Ensure all financial transactions are recorded accurately and in compliance with the Public Finances (Management) Act 2016.
- Supervise and provide guidance to the Accountant Revenue Monitoring & Compliance Officer.
- Foster a collaborative team environment and promote a culture of accountability and transparency.
- Conduct regular performance reviews and provide training to enhance team capabilities.
- Represent the Department of Finance in matters related to Non-Tax Revenue collections from statutory bodies.
- Liaise with internal and external stakeholders, including other government departments, statutory bodies, and entities, to resolve issues and improve processes.
- Provide expert advice and support to statutory bodies on compliance with revenue collection and remittance requirements.
- Stay updated on changes in legislation, policies, and best practices related to public financial management and revenue collection.
- Recommend and implement improvements to revenue monitoring and compliance processes.
- Develop and update standard operating procedures (SOPs) for revenue collection and monitoring activities.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Liaise closely with the Team Leader, Assistant Secretary & First Assistant Secretary – National & Statutory Revenue Collections on issues relating to the revenue reports;
- Establish Teamwork with the Team Leader and 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 other revenues;
- Liaise with all divisions within Department of Finance on any issues relating to revenue reporting and monitoring of Other Revenues.

#### (b) External

- Liaise with all the responsible government agencies that collect Other 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.

## 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:

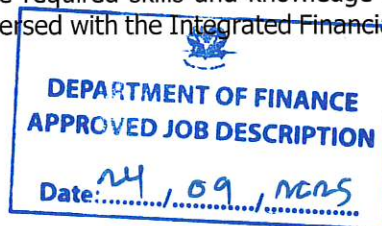
- Provide recommendations to Assistant Secretary (AS) for the branch on issues affecting the revenue collections and other branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within 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 Manager, 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:

I .....have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Revenue Monitoring & Compliance Officer, Gr. 12**. Under the terms and condition 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:.....

