



PAPUA NEW GUINEA PUBLIC SERVICE

Job Description



	POS. NO DFFM.005	
DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION BUDGET OFFICER	Grade 12
OFFICE/AGENCY:	LOCAL DESIGNATION BUDGET OFFICER, HQ	POS. NO. DFPDFM.004
DIVISION: PROVINCIAL & DISTRICT FINANCIAL MANAGEMENT DIVISION	HIGHEST SUBORDINATE N/A	POS. NO. N/A
BRANCH: ADMINISTRATION	IMMEDIATE SUPERVISOR FAS PDFMD	POS. NO. DFFM.001
SECTION: BUDGETS	LOCATION WAIGANI	

HISTORY OF POSITION		
DPM FILE NO.	DATE OF VARIATION	DETAILS
17/93	22 - 1 - 87	Created.
	1996	Reclassify
	1999	Reno, Reclass, Redesign
6 - 1 - 23	20.9.200	Reno. Reclass, Redesign
	10.10.03	No Change
	09.05.2011	Rewritten in performance based format

Purpose and Accountabilities of the position

- To ensure divisional and provincial budget estimates are prepared and formulated on professional and timely manner
- To provide monthly, quarterly and annual budgetary reports
- To represent the division and Provinces at any budget related activities meetings
- To prepare, analyse, summarise, formulate and present budget estimates for the Division and Provinces and its related activities for incorporation into the annual national budget;
- To create, manage and maintain database of warrants and CFCs issued

Principal Liaisons

Internal: Report to the Senior Budget Officer, liaise with stakeholders within the Department pertinent to Divisional matters arising

External: All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

Key Areas of Responsibility

Key Result Area (1): Daily Management of the functioning of the Office

Performance standard: This will have been satisfactorily achieved when:

- Assist in attending to budget related matters in the office
- Liaise with Regional Finance Headquarters and Provincial and District Treasuries on CFCs and budget matters

Key Result Area (2): Maintain control and management of budgeting for the office

Performance standard: This will have been satisfactorily achieved when:

- Assist in maintaining constant review and a detail record of the Departmental expenditure to ensure that funds are being spend in a most efficient and economic manner
- Assist in formulating estimates, revenue and expenditure with their justification to the Department of Finance
- Assist in analysing draft estimates submitted by the Branches and Divisions and adjust in accordance with overall plans
- Assist in monitoring statements of revenue/expenditure and ensure check/balances exist for expenditure control and review collections for Appropriation in Aid under each activity.
- Assist in provide input for submissions as required by the Budget Division and Public Accounts Committee

Key Result Area (3): Participation on Departmental Committees

Performance standard: This will have been satisfactorily achieved when:

- First Assistant Secretary is able to attend and participate at Departmental Budget meetings
- First Assistant Secretary and staff are able to conduct operations
- The Office is functioning and operating at Waigani HQ location

Key Result Area (4): Leadership and Management of the District Treasury Office

Performance standard: This will have been satisfactorily achieved when:

- The Corporate Plan, Management Plan, the District Treasury Rollout Program & Plans, Regional Finance Office Work Plans and Provincial & District Treasury Annual Work Plans are implemented to ensure the required outcomes are achieved by the Regional Office.
- Leadership example is provided through high standards of professional behaviour and strong work ethics at all times resulting in staff consistently acting in a professional manner in accordance with the Public Service General Orders.
- Monitoring of performance standards is undertaken consistently with appropriate action being implemented to improve areas of weakness or non-performance
- Collaborative activity is evident within the office in the management of the operations,
- Improved communication is evidenced and technical supervision and advisory support is undertaken on a regular basis through monthly staff meetings and other professional development activities
- There is effective management of the office and operations

Key Result Area (5): Professional conduct

Performance standard: This will have been satisfactorily achieved when:

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Appropriate and collaborative team work is displayed at all times.
- A high standard of personal conduct is consistently demonstrated in the workplace
- Good standards of dress, communication and work ethic with good work outcomes, is evident at all times
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties

Qualifications and Work Experiences:

- Degree in Accounting or Commerce from a recognized tertiary Institution;
- Sound experience in the preparation of budgets, estimates and costing;
- Ability to analyze, prepare reports and make recommendations for variations in expenditure.
- Have a minimum of 5 years of relevant work experiences.

Knowledge:

- In-depth knowledge of all relevant legislation, Acts, and Laws including (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation.
- High level knowledge of Microsoft Office programs including Word, Excel, and Powerpoint
- Extensive knowledge of good management practices

Skills and Abilities:

- Ability to demonstrate proficient managerial, administrative and leadership skills;
- Significant professional experience in all areas of business and financial management
- High level of communication and interpersonal skills.
- Well developed analytical skills to support problem solving, report writing and other issues requiring analysis and response.
- Strong ability to manage multiple tasks, prioritise and meet deadlines
- Ability to be highly organised and to respond to pressure

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.

