



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFPEFA.009
<b>OFFICE:</b> LEVEL 6, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ACCOUNTANT, GRADE 13	
<b>DIVISION:</b> FMIP	<b>LOCAL DESIGNATION:</b> PUBLIC EXPENDITURE & FINANCIAL ACCOUNTABILITY (PEFA)	
<b>BRANCH:</b> PEFA	<b>REPORTING TO:</b> SENIOR ACCOUNTANT- PEFA <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFPEFA.008	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	24. 03.2025	Revise, rename, redesign according to Re-org

#### 2. PURPOSE

To provide support and assistance to the Assistant Manager – PEFA so as to undertake and implement any work activities under PEFA (Public Expenditure & Financial Accountability Project as directed by Manager Senior -PEFA and Assistant Secretary.

#### 3. DIMENSION

The Support Reporting Officer – PEFA reports directly to the Manager and Senior Manager PEFA Unit – Frameworks and Standards Branch under Financial Reporting and Compliance Division and is responsible for all the assigned tasks, roles and responsibilities by senior officers under PEFA.

#### 4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the PEFA Manager and Assistant Secretary – Re-establish PEFA Working Group Committee and the PEFA National Management Committee.

- II. To undertake PEFA Reform activities in collaboration with reform implementing agencies as provided for under the PEFA Road map.
- III. Support PEFA Unit to ensure all Monthly, half yearly and annual reports are provided to Senior Management so as key stakeholders such as reform implementing agencies and development partners PFM group.
- IV. People, management and administration of the PEFA section.
- V. Maintain professional conduct, confidentiality and ethical standards.

## **5. MAJOR DUTIES**

- Support PEFA Manager to maintain and ensure monthly TWC Meetings are conducted;
- Support PEFA Team to maintain and ensure Quarterly National Management Committee meetings are conducted.
- Support the team to conduct weekly consultative meetings with reform implementing agencies to assess and monitor their performance in reform implementation;
- Prepare and design PEFA Assessment methodologies for National and Sub-national assessment;
- Update the reporting template for the implementing agencies in preparation for consolidated report to be produced half yearly and yearly;
- Preparation of Monthly reports for senior management;
- Research with line agencies especially Treasury on mid and final budget outcome, de status and other reports and data to be included in the mid-year and annual PEFA Report;
- Through PEFA Team Manager attend to development partners request on PEFA Reports and other updates on PFM reform implementation status by line agencies including Finance, Treasury and Planning Departments;
- Identify need for resources and report to PEFA Manager to play a middle man role to seek support from development partners in order to support the need areas thereby reforms can be fully implemented;
- Actively participate in regular branch/team meeting to assess and monitor work progress undertaken by individual officers;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Maintain work attendance and punctuality, and ensure zero to minimal disciplinary issues, quality work output and positive work morale;
- Develop good working relationship with seniors to learn as much as you can on work matters in order to perform effectively and efficiently in this role;
- It is necessary to self-trained to understand and instilled with operational knowledge and understanding of the Public Expenditure and Financial Accountability 31 Performance Indicator and 96 Sub-Indicators or dimensions.
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

## **6. NATURE AND SCOPE OF THE WORK**

### **(a) Internal**

- Liaise closely with the Reports to the Manager PEFA and Assistant Secretary – Frameworks and Standards Branch respectively;
- Works alongside with the Reporting Officer – PEFA;
- Play a leading and foresight role to staff of PEFA reforms implementing agencies.

### **(b) External**

- Liaise with PEFA Reform implementing agencies and other stakeholders in consultation with the PEFA Manager and Assistant Secretary.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- 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 Operational Plan.
- PEFA Frameworks and the 31 Performance Indicators and 96 Sub-indicators

### **7.2 Recommendations:**

- Provide recommendations to Assistant Secretary (AS) through Senior Manager on branch matters.
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) and Senior Manager – PEFA for 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 recommendation to be brought to the attention of the Assistant Secretary AS) through the Senior Manager -PEFA.

## **8. CHALLENGES**

- Assisting the PEFA Manager and Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure to trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the PEFA Frameworks for both the National and Sub-national assessments.

## 9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

### Qualifications and Experiences:

- Degree in Accounting, Economics or Business management from a recognised University or Tertiary Institute;
- Have at least 3-5 years of practical experience in a relevant environment is a bonus;
- Membership to professional organisation such as CPA is an advantage but not compulsory;
- Exposure working in Public Sector Public Financial Management /Accounting is an added advantage.

### Knowledge

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint
- Knowledge of good management practices;
- Knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act;
- Fair knowledge of the Public Financial Management System and Process.
- Fair knowledge of the PEFA Frameworks for both National and Sub-national

### Skills and Abilities:

- Good communication and Interpersonal Skills;
- Good analytical skills to support problem solving and related issues;
- Effective report writing and presentation skills;
- Have the ability to understand PEFA Frameworks well and its application of the 31 Performance Indicators and sub-indicators for National and Sub-national PEFA;
- Ability to lead and manage a small team of professionals;
- Ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to provide effective management advice.

**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.

