

FMM 03.5 Business Continuity in Accounting

5.1 Authority and Prescribed Requirements

- Public Finances (Management) Act 1995 (PFMA)

5.2 Standards and Supporting Documentation

- ISO 22301 (Business Continuity Management Systems) Provides a framework for establishing, implementing, and maintaining effective business continuity plans.

5.3 Specific Responsibilities

The Secretary for Finance is responsible for implementing and communicating contingency plans for IFMS and to also provide technical support and guidance to entities in developing their BCPs.

Departmental Heads are responsible for business continuity plans (BCPs) for accounting and financial management functions and identifying potential risks to financial operations and implement strategies to mitigate them. The Departmental Head is to ensure necessary resources are available to support continuity measures.

Heads of Finance must establish procedures to maintain financial operations during disruptions and have manual or alternative processes for critical financial functions in case of system unavailability or financial delegate availability.

Internal Audit is required to monitor business continuity planning and compliance.

5.4 Mandated Policy

- 1. All agencies are required to establish and maintain business continuity plans specifically addressing accounting and financial management functions. These plans must ensure the continuation of critical financial operations during disruptions, including scenarios where the IFMS is unavailable. Examples include alternative bank signatories, digital data backups of financial information and access to manual forms for control of accounting processes.**

2. Department of Finance must maintain a business continuity plan for disruptions to IFMS including performance standards with vendors on critical business response times. Agencies who are approved to use an alternative accounting system, must also have in place business continuity plans including data recovery backups for systems approved.

5.4.1 Use of Manual Finance Forms

3. In the event of IFMS downtime, cyberattacks or other disruptions, physical finance forms and manual cash books and receipts books will be in used for essential financial transactions such as payments, acquittals and revenue collection.
4. Where a finance system other than IFMS is approved for use, some manual finance forms are still required to ensure the correct signatories and officer roles are registered refer to FMM Volume 3 FMM 03.2 on those forms.

5.5 Non-Mandatory Guidance

Nil

Further Information	frcd@finance.gov.pg
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