

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250104	REF. NO: (DJAGFM.09)
OFFICE: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: SENIOR BUDGET OFFICER GR.15	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: SENIOR BUDGET OFFICER	
BRANCH: FINANCIAL MANAGEMENT	REPORTING TO: NO: REF. NO: ASSISTANT MANAGER -BUDGET GR.16	SYS. POS.
SECTION: BUDGET	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

The Senior Budget Officer is responsible for coordinating the budget preparation process in line with established procedures and ensuring compliance with the Department of Finance and Planning requirements. This includes providing support to Constitutional Office Holders (COHs) and all branches of the Department in preparing budgets and project estimates based on their annual and corporate plans.

3. DIMENSIONS

- **Supervision:** Reports to the Manager - Budget
- **Key Outputs:**
 - Budget Submission
 - Quarterly Reports
 - Cash Flows, Warrants, and Certificates of Financial Commitment (CFC) entry

4. PRINCIPAL ACCOUNTABILITIES

- Ensure effective coordination between the Finance Department and other branches in budget preparation.
- Coordinate budget reviews with the Department of Finance and Treasury.
- Monitor yearly appropriations, warrants, authorities, cash fund certificates, and expenditures.
- Coordinate monthly cash flow requirements with the Department of Finance and Treasury.

5. MAJOR DUTIES

- Coordinate budget preparation according to established procedures and Department of Finance requirements using the Integrated Financial Management System (IFMS).
- Assist COHs and all branches in budget preparation, justification, and cash flow projections.
- Review and coordinate requests for additional funds or fund transfers.
- Prepare and submit quarterly budget reviews and reports to the Finance Department.
- Maintain data for all budget estimates.
- Formulate revenue and expenditure estimates with justifications for submission to the Finance Department.
- Coordinate and submit monthly cash flow requirements to Finance and Treasury for the release of warrants through IFMS.
- Review departmental monthly and quarterly expenditures to ensure proper financial controls.
- Assist the Executive Manager (Finance & Admin) with matters for Budget and Expenditure Committee deliberations.
- Liaise with the Finance Department on all budget-related matters.
- Follow directions from the Executive Manager (Finance & Admin) in coordinating and preparing the Department's budget.
- Perform other duties as directed by Corporate Managers.

6. NATURE AND SCOPE

The Senior Budget Officer is responsible for monitoring and updating all expenditures to advise the Budget Steering Committee, PMIC, Managers, and the Department on realistic budget submissions based on past and current expenditures.

6.1 WORKING RELATIONSHIPS

Internal:

- Reports to the Manager - Finance on all budget and accounting matters.
- Liaises with the Policy and Planning Branch to provide cost estimates on development budgets/projects.

- Assists Branch Heads and COHs with all budget preparations and cash flow projections.
- Works closely with Branch Heads and the Manager (Finance) on expenditure monitoring and control.

External:

- Liaises with the Department of Finance on matters related to Integrated Management Systems and budget operations.
- Coordinates with the Department of Treasury for quarterly budget preparation, submission, justification, and cash flow projections.
- Communicates with the Department of National Planning & Monitoring for reports on the Development Budget.

6.2 WORK ENVIRONMENT

- Regular communication with branches regarding expenditure and available funding for processing requests in accordance with planned activities.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

• **Rules/Procedures:**

- Public Finance Management Act (PFMA)
- Financial Instructions
- Public Service General Orders
- DNPM and DoT Budget Circulars

• **Decisions:**

- Consult with Manager - Budget on recommendations.

• **Recommendations:**

- Submit cash flow requirements in line with work plans/activities for monthly warrant releases.
- Recommend stopping fund diversion.

8. CHALLENGES

- Insufficient budget allocations to support branches or departments' work plans and activities.
- Managing unbudgeted expenditures.

9. QUALIFICATIONS, EXPERIENCE, AND SKILLS

(a) Qualifications

- Degree in Financial Accounting or a related field acceptable to the Department of Justice and Attorney General.

(b) Knowledge

- Strong knowledge of government accounting processes and the Integrated Financial Management System (IFMS).
- Comprehensive understanding of the Public Service (Management) Act and General Orders.
- Proficiency in budget planning systems.

(c) Skills

- Budgeting and financial management skills.
- Strong management and organizational skills.
- Proficiency in computer applications.

(d) Experience

- At least five (5) years of experience in planning and budgeting roles.