

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

AGENCY: DEPARTMENT OF JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250108	REF. NO: DJAGFM.13
OFFICE: ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: CERTIFYING OFFICER GR.13	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: CERTIFYING OFFICER	
BRANCH: FINANCIAL MANAGEMENT	REPORTING TO: NO: REF. NO: SENIOR CERTIFYING OFFICER GR.15	SYS. POS.
SECTION: FINANCE & ACCOUNTS	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

- To certify the correctness of accounts in a claim under relevant section of the Public Finance (Management) Act.

3. DIMENSIONS

- Report to the SENIOR CERTIFYING OFFICER to all matters relating to expenditures.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure correctness of accounts in a claim form for payment.
- Maintain Finance Form 50 to control the official receipts.
- Carry out frequent check on the monies held by Paying Office.
- Ensure Recoveries Statements and paying office Cash Sheets are entered in the Summary Cash Book.
- Ensure cheques are dispatched immediately to clients.

5. MAJOR DUTIES

- Direct, control and supervise the activities of the certification of claims.
- Act as Certifying Officer under the relevant section of the Public Finance Legislation.
- Certify the correctness of account in a claim form for payment after ensuring that the claim has been properly checked and examined in all aspect.
- Co-ordinate the calling and receipting of all cheques drawn from IFMS.
- Maintain Finance Form 50 to control the official receipts issued to Receiver of Public Monies.
- Carry out frequent checks on the monies (cheques & cash) held by the Paying Office and prepare reports and recommendation on the outcome of such checks.
- Ensure that Receiver's Statements are Paying Officer's Cash Sheets are regularly entered in the Summary Cashbook.
- Perform other duties as directed, consistent with the above.

6. NATURE AND SCOPE

- Report to the Assistant Manager Finance & Accounts and the Executive Manager relating to all matters relating to correctness of accounts in a claim.
- Ensure that all payments are compliant with the Public Finance Management Act.
- Ensure that regular scrutiny of certification of payments after examined in all aspects.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Senior Certifying Officer on all matters relating to Certification of claims.
- Liaise with the Senior Examiner and Examiner on all matters relating to examination of claims.

(b) External

- Liaise with business houses on all matters relating to claims.
- Liaise with Finance Department regarding Certification of Accounts.
- Liaise with Branches on all accounting matters.

6.2 WORK ENVIRONMENT

- To certify the correctness of accounts in a claim under relevant section of the Public Finance (Management) Act.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**
 - ✓ Procurement of goods and services must be compliant with the Public Finance Management Act.
- **Decision**
 - ✓ With consultation of the Senior Certifying Officer to withhold claims that are not compliant with the financial requirements per PFMA.
- **Recommendations**
 - ✓ Branches should ensure that all financial documentations are in compliant with the financial requirements and are in line with the PFMA before payment is raised in IFMS.

8. CHALLENGES

- a) Poor level of attention given by the Executive Assistants and Admin officers on the documentation of financial requirements.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

- Diploma or Bachelor's Degree in Financial Accounting or possession of such other educational qualification as may be acceptable by Department of Justice and Attorney General.

Knowledge

- Sound knowledge on Public Finance (Management) Act, Financial Procedures, IFM System and Instructions, General Orders and Public Services (Management) Act.

Skills

- Examination, Computing and Accounting skills.

Experience

- A minimum of five (5) years in a similar position and highly motivated. Must have experience in Government Accounting and office procedures.

ADDITIONAL RESPONSIBILITIES

10. BUDGET STEERING & MONITORING COMMITTEE SECRETARIAT

10.1 BACKGROUND

- As part of this new governance structure, he established the Budget Screening and Monitoring Committee (BSMC). BSMC provides the necessary advice to the Attorney General and Secretary for Justice on all financial matters. The BSMC is necessary in light of the withdrawal of Section 32 powers from branch heads under the Public Finance Management Act.
- The BSMC is therefore established to provide not only high- level budget advise to the Departmental Head but also to screen each of the Branches' requisitions with the aim of eliminating unnecessary claims, sharing of resources and re-allocation of resources to Strategic Priority areas of the Department.
- A broader mandate of the BSMC is to assist develop the Budget of the Department including (recurrent and development funding) on new program areas each year. The BSMC is also tasked to assist the Finance Management Branch (FMB) on any financial issues that require consideration by the Executive Management Team (EMT).

10.2PURPOSE

- The Budget Steering & Monitoring Committee is established as part of the good governance and accountability initiative to administer and manage financial matters within the Department.
- It ensures the legislative requirements under the Finance Management Act are complied with as part of the duties and responsibilities of the Departmental Head as the Chief Accountable Officer.

10.3MAJOR DUTIES OF THE BUDGET STEERING & MONITORING COMMITTEE (BSMC)

- Ensure compliance of procurement and tender processes;
- Monitor the expenditure trend of both Goods and Services and Capital investments projects;
- Screen each of the Branches' requisitions to ensure compliance of procurement and financial procedures;
- Ensure prudent financial management practices are complied with;
- Recommend to the Departmental Head whether or not a requisition meets the check list requirements;

10.4THE SECRETARIAT

- The Secretariat is responsible for providing secretariat support services to the BSMC. This includes, but are not limited to taking and drafting meeting minutes, drafting of Meeting Agenda, in consultation with the Chair, circulation

of meeting documents, facilitation of requisitions to the departmental head, facilitation of BSMC resolutions to the departmental head through the Office Manageress and other necessary logistical arrangements.

- The Secretariat shall include the FMB Technical Team, who shall be responsible for ensuring compliance with existing financial requirements before consideration by the BSMC.
- The Secretariat ensures that it is able to carry out its functions and responsibilities for a smooth facilitation of expenditures for section 32 approval.

10.5 ROLES AND RESPONSIBILITIES

- Organize BSMC meetings on weekly basis.
- Maintain and ensure quick turnaround of claims vetted by BSMC for S32 approval.
- Keep and update master register of requisitions submitted by various branches.
- Compile BSMC fortnightly reports for Corporate Heads meeting through Executive Manager FMB.
- Record meeting minutes
- Record vetted and endorsed requisitions by BSMC for S32 approval,
- Keep record of all S32 approved and rejected claims.