



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: JUSTICE & ATTORNEY GENERAL	SYS. POSN. NO: 0000250817	REF. NO: DJAGFM. 20
OFFICE: ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: FINANCE OFFICER – GRADE: 13	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	LOCAL DESIGNATION: FINANCE OFFICER	
BRANCH: FINANCIAL MANAGEMENT	REPORTING TO: NO: ASSISTANT MANAGER FINANCE & ACCOUNTS GR. 16	SYS. POS. REF. NO:
SECTION: FINANCE & ACCOUNTS	LOCATION: WAIGANI DJAG HQ – WNB HAUS	

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 responsibility of Finance Officer is to supervise all daily operations of Finance Branch to ensure application of all relevant financial procedures and processes are complied.

Provide daily, weekly and monthly briefings and report to the Executive Manager (Financial Management) and Manager (Finance) on all accounting matters.

3. DIMENSIONS

Finance Officer – Reports to Manager (Finance) and Executive Manager (Financial Management) provide daily, weekly and monthly briefings and report on all accounting matters.

4. PRINCIPLE ACCOUNTABILITIES

- Assist in the effective and efficient financial management and control of funds received and paid out from IFMS.

- Implement Government policy as related to all work in his/her charge in accordance with related procedures.
- Ensure DJAG's IFM System and processes are effectively managed and regularly provide accurate and timely information to Executive Manager (Financial Management) and Manager (Finance).
- Ensure monthly financial reports are circulated to Branch Heads and Activity Managers.

5. MAJOR DUTIES

- Proper control must be maintained over all financial procedures and processes of financial Management Branch.
- Co-ordinate maintain and keep of Register of Advances and Acquittals
- Assist the Examiner and Certifying Officer in ensuring all aspect of Financial and Instructions are adhered to and complied with.
- In absence of Accountant ensure follow-up on all outstanding accounts with respective clients for settlement.
- Assist the Accountant to ensure proper cheques registers are maintained and all cheques for clients are remitted promptly and without delay.
- Responsible for proper monitoring of payment of Accounts processed through IFM system.
- Other duties as directed, consistent with the above.
- Prepare Confirmation Letters for Cheque Clearance;
 - Cheque payment over K 20,000
 - Cheque payment of required supplier
 - Cheque payment over K100,000 obtain Endorsement from Dept. of Finance
- Proper monitoring of payment of Assets through IFMS
- Maintain Records for all FMB Assets

6. NATURE AND SCOPE

Help/Train and Supervise Junior Officers in all daily operations of Finance Branch to ensure application of all relevant financial procedures and processes are complied.

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Accountant on all matters relating to registration of claims.
- Maintain constant dialogue with Branch Heads and officers on advances and acquittals.
- Branch Heads or Accounting Officers with queries

(b) External

- Private companies regarding outstanding claims for payments.
- Liaise with Branches on all accounting matters.
- Finance on Accounting Queries.

6.2 WORK ENVIRONMENT

Administrative Role – Requires all Financial Procedures and Financial Management Process.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

• Rules/Procedures

- Based on Financial Management Act, Public Service Management Act and General Orders and other relevant Government legislations.

• Rules/Procedures Decision

- Based on Financial Management Act, Public Service Management Act, General Orders and other relevant Government legislations.

• Recommendations

- To be well trained and educated in Accounting and Financial Management Field to equipped with better skills and knowledge

8. CHALLENGES

- Ensure that proper control is maintained over all financial procedure and process of financial management Branches and other DJAG branches.
- Ensure all aspect of Financial Instruction are adhered to and complied with.
- Ensure proper cheques register are maintained and all cheques for clients are remitted promptly and without delay.
- Ensure that FMB key function of financial payment procedure and process are to deliver in structured manner
- Ensure every cheque payment is done to supplier services provided is up to date.
- Ensure every cheque is accompanied by a confirmation letter giving authority to have the cheque cleared and process for service rendered
- Ensure all records of Assets is up dated for Properties Office and Audit Office Reports.
- Ensure all records of Quotation is up dated for FMB and Audit Office Reports.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma or a Bachelor's Degree in Accounting and experience in similar or allied field or possession of such other qualifications as may be acceptable.

(b) Knowledge

- Sound knowledge of Accounting and Management field. Public Service and Financial Management Acts, General Orders and other relevant Government legislations.
- Must have good in Government Accounting processes and IFM System.

(c) Skills

- High Standard and good knowledge of Management, Examination, Computing and Accounting skills.

(d) Work Experience

- At least 4 years' experience in Government Accounting and IFM System would an advantage.