



## PAPUA NEW GUINEA PUBLIC SERVICE

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Justice & Attorney General	<b>SEQ. NO:</b> DJAGPC.90	<b>POS. NO:</b> DJAGPC.90
<b>OFFICE/AGENCY:</b> Office of the Public Curator and Official Trustee	<b>DESIGNATION/CLASSIFICATION:</b> Certifying Officer southern – Grade 12	<b>LOCAL DESIGNATION:</b> Certifying Officer
<b>DIVISION:</b> LEGAL	<b>HIGHEST SUBORDINATE:</b> None	<b>IMMEDIATE SUPERVISOR:</b> Senior Certifying Officer – Grade 14
<b>POS. NO:</b> DJAGPC.58	<b>SECTION:</b> Finance	<b>LOCATION:</b> WAIGANI

**HISTORY OF POSITION**

<b>FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
[To be Assigned]	[To be Updated]	[To be Updated]

**2. PURPOSE**

The Certifying Officer is responsible for ensuring the accuracy and compliance of financial claims and payments. This role involves certifying the correctness of accounts, verifying supporting documents, and maintaining proper records to support the integrity of the financial management process within the Office of the Public Curator and Official Trustee.

**3. DIMENSIONS**

- **Staff Supervision:** None.
- **Financial Responsibility:** Responsible for certifying financial claims and ensuring proper handling and documentation of payments.
- **Assets:** Oversight of financial documents and records related to certified claims.

**4. PRINCIPAL ACCOUNTABILITIES**

- Certify the correctness of accounts in claims for payment, ensuring compliance with relevant financial regulations and procedures.

- Ensure that all financial claims have the necessary supporting documents before certifying for payment.
- Maintain accurate and secure records of all certified claims and payments for reference and audit purposes.
- Liaise with internal and external stakeholders to ensure the timely processing of payments.

## **5. MAJOR DUTIES**

- Review and certify the correctness of accounts in claim forms, ensuring all necessary checks and balances are in place.
- Verify supporting documents and requisitions related to financial claims.
- Maintain records of certified claims and payments, ensuring that they are securely stored and easily accessible for reference.
- Provide support and advice to the Senior Certifying Officer during the payment process.
- Assist in conducting frequent checks on the financial records and cash held by the Paying Office.
- Perform other duties as directed by the Senior Certifying Officer, consistent with the above responsibilities.

## **6. NATURE AND SCOPE**

### **6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL**

- Reports to the Senior Certifying Officer on all matters related to the certification of claims.
- Liaises with the Finance Manager, Internal Auditor, and other relevant officers within the department regarding financial claims and payments.

### **6.2 WORK RELATIONSHIPS – EXTERNAL**

- Liaises with Finance Officers in regional offices and counterparts at the department's Finance Branch during follow-ups on claims and payments.

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

The Certifying Officer must operate within the guidelines of the Public Finance (Management) Act, departmental policies, and other relevant government regulations. The role requires strict adherence to financial procedures to ensure the accuracy and compliance of all certified claims.

## **8. CHALLENGES**

The key challenge for the Certifying Officer is to ensure the accuracy and compliance of financial claims while managing a high volume of claims and maintaining proper documentation and record-keeping practices.

## **9. QUALIFICATIONS, EXPERIENCES, AND SKILLS**

### **a) Qualifications:**

- Diploma in Financial Accounting, Business, or a related field recognized by the Department of Justice and Attorney General.

### **b) Knowledge:**

- Sound knowledge of basic accounting principles and the Public Finance (Management) Act.
- Familiarity with Microsoft Word and other relevant office applications.

### **c) Skills:**

- Strong attention to detail and accuracy in financial document verification.
- Good communication skills for liaising with internal and external stakeholders.

### **d) Experience:**

- At least three (3) years of experience in a similar role, with a good understanding of government accounting and financial procedures.