



PUBLIC SERVICE OF PAPUA NEW GUINEA

Job Description

	SEQ. NO:	POS. NO DJAGSS.51
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION FINANCE & PROGRAM OFFICER	GR. 13
OFFICE/AGENCY: OFFICE OF THE STATE SOLICITOR	LOCAL DESIGNATION	
DIVISION: LEGAL POLICY & STATE LEGAL SERVICES	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR OFFICE MANAGER GR. 15	POS. NO. DJAGSS.50
SECTION: PRACTICE MANAGEMENT	LOCATION WAIGANI	

HISTORY OF POSITION

File no.	Date of variation	Details
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SS:08	9 Oct 2008	Revised
	22 Feb 2010	Revised
HRM 8.1.20/SS: 31/13	31 ST MARCH 2013	

PURPOSE OF THE JOB

The State Legal Services Division (SLS) is the entity which includes the Offices of the State Solicitor and Solicitor General. It provides the full range of legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance while the Office of the Solicitor General office handles all litigation involving the State. The Practice Management Branch provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

The responsibility of the Finance & Program Officer is to supervise all daily operations of the OSS with respect to finances, expenditure and programs/projects and ensuring all relevant administrative and financial procedures and processes are complied with. Provide briefings, reports and recommendations to the State Solicitor, OSS Leadership Group, Practice Manager and Office Manager as and when requested on finances, expenditure and programs/projects.

ACCOUNTABILITIES

- Proper control of all financial procedures and processes of OSS.
- Proper storage and maintain records of all funds received and paid out.
- Proper budget planning and control of expenditure.
- Application for and proper management of Development Budget projects.
- Identification of, application for and proper management of other grant funded projects.
- Proper management of OSS contracts.
- Proper management of projects under the office work plan.

- Proper management of OSS projects generally.

MAJOR DUTIES

- Management and control of funds and expenditure.
- Planning office budget.
- Monitoring expenditure against budget and revising budget.
- Reporting on expenditure against budget and recommending revisions to budget.
- Submission of development budget proposals.
- Management of development budget projects.
- Reporting on development budget projects.
- Acquittal of development budget expenditure.
- Management of all contracts between the OSS and other parties.
- Maintaining asset registers.
- Implementation of work plan.
- Management work plan projects.
- Identifying available grants.
- Applying for available grants.
- Managing grants.
- Acquittal of grants.
- Management of OSS projects generally.
- Perform other duties as directed, consistent with the above.

WORK RELATIONSHIP - INTERNAL

- Accountable to the Office Manager, Practice Manager, Leadership Group and the State Solicitor.

WORK RELATIONSHIP - EXTERNAL

- Contractors and suppliers.
- Finance Branch.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Satisfactory completion of Grade 12 with Accounting qualification and experience in a similar or allied field or possession of such other qualifications as may be acceptable by the Department.

Knowledge

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

Skills

- High Standard and good knowledge of management, examination, computing and accounting skills.

Experience

- At least 2 years of experience in Government Accounting and office procedures.