



Papua New Guinea



Form OD2.7

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Works & Highways	<b>SYS: POSN.NO:</b>	<b>REF: NO:</b> 60CSFA20
<b>WING:</b> Corporate Services	<b>DESIGNATION/ CLASSIFICATION:</b> Budget Officer - Grade 12	
<b>Division:</b> Finance & Information Communication Technology	<b>LOCAL DESIGNATION:</b> Budget Officer	
<b>Branch:</b> Finance & Accounting	<b>REPORTING TO:</b> Accountant - Budgets Grade 14	<b>FSYS. POS. NO:</b>  <b>REF. NO:</b> 60CSFA06
<b>Section:</b> SAL & Budget	<b>LOCATION:</b> Headquarter - Boroko	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Re-no

#### 2. PURPOSE

Reporting to the Accountant – Budgets, the Budget Officer maintain and control Department Recurrent Budget,

#### 3. DIMENSIONS

Ensure monthly cash flows prepared warrants fair distribution of funds allocated.

#### 4. PRINCIPLE ACCOUNTABILITIES

Accountable to receive and register Warrant Authorities received for Development and Recurrent budgets and raise CFCs accordingly. Prepare cash flow, budget estimates and quarterly budget reviews.

#### 5. MAJOR DUTIES

- 5.1 Assist in the preparation of Annual Recurrent Budget Estimates for the Department.
- 5.2 Assist with preparation of monthly Cash Flow forecast and quarterly budget reviews.
- 5.3 Maintain and control records of Development Project appropriation with Warrant Authority received.
- 5.4 Raise CFC request from Clients accordingly.
- 5.5 Liaise with the Department of Treasury, Finance and Transport for matters relating to Warrants, Cash Ceilings, Secretary's Advance and other financial matters.
- 5.6 Assist in registering Warrant Authority from Department of Treasury and issue related CFCs in accordance with approved Appropriations.
- 5.7 Assist in monitoring and updating of records of Section 4 transfers under Secretary's advance.
- 5.8 Other duties as directed consistent with the above.

## 6. NATURE AND SCOPE

This position will be directly responsible to Senior Accountant (Accounting Services) and Assistant Secretary (Finance & Accounting) in all matters concerning Warrant Authority, Cash Flow forecast and quarterly budget reviews.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Report direct to Senior Accountant (SAL & Budget) and Assistant Secretary (Finance & Accounting).

#### (b) External

Liaise with WPA (Department of Finance) through Senior Accountant (SAL & Budget) on matters relating Warrant Authority, Secretary's advance, Cash Flow forecast and quarterly budget reviews.

### 6.2 WORK ENVIRONMENT

Work closely with SAL & Budget.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

All duties of this role must be done within the boundaries and framework of all enabling legislations and regulations including the Public Services and Public Finance Management Act, Public Service General Orders, Financial Instructions and Regulations and other legitimate Government directions and instructions.

## 8. CHALLENGES

Available funding to meet all, if not pressing Finance & Accounting requirements of department remains to be an issue.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

#### (a) Qualifications

The incumbent must satisfactorily completion of Grade (12), and possession of such other educational qualifications, (i.e., members of a recognised Accountancy body or Graduate Accountant) as required by DPM.

#### (b) Knowledge

Must have wide knowledge in the field of Government Accounting in particular relating to the Department and the use of Oracle Financials.

#### (c) Skills

The incumbent must be computer literate in all aspects of departmental use of Computerized Reporting System.

#### (d) Work Experience

Associated work experience in Government Accounting computing system and minimum of about two to four (2-4) years experience in the Accounting field.