



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000239	REF. NO: NSO 147
OFFICE: NATIONAL STAISTICAL OFFICE	DESIGNATION/CLASSIFICATION: EXAMINER GRADE 10	
DIVISION: CORPORATE SERVICES DIVISON	LOCAL DESIGNATION: EXAMINER	
BRANCH: FINANCE & BUDGET	REPORTING TO: ACCOUNTANT	SYS. POS. NO: 026000091
SECTION: ACCOUNTS	LOCATION: NSO WAIGANI	REF. NO: NSO 144

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2011	CREATE
	14/12/2015	RENUM/RECLASS/REDES

2. PURPOSE

To examine and certify that all claims are in order for expenditure.

3. DIMENSIONS

The position will assist the finance and budget branch keep proper control of expenditure claims and maintain proper records of finance and bookkeeping for the financial year ending and will be responsible for audits queries on payments. The position will also play the custodian role of examining all claims for payments. The position will administer the Public Finance Management Act and other relevant legislations to ensure the desired outcomes in line with the purpose are achieved.

4. PRINCIPLE ACCOUNTABILITIES

The major accountabilities of the position are as such;

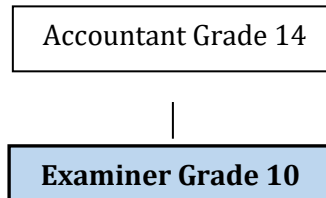
1. Ensure that supporting documents are provided with the claims
2. Ensure all claims comply with Public Finance Regulations.

5. MAJOR DUTIES

1. Examine all claims and ensure it complies Public Finance Regulations;
2. Advise on irregularities and take corrective measures.

6. NATURE AND SCOPE

The position is essentially an Administrative position that carry out the duties, responsibilities and accountabilities of the financial Delegates, in accordance with the requirements of the Public Finance (Management) Act and the Public Finance Management Manual. The position is one of the collaboration and teamwork based on the mutual trust and respect for one another. Each team player is totally accountable for assigned tasks and activities and expected to meet agreed deadlines and performance targets in a diligent manner.



6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Accountant.
- Liaise or consult with other accounts staff, regarding examination of claims for payment.
- Consult NSO staff on uncompleted claims

(b) External

- Liaise with PNG Investments Promotion Authority/IRC
- Consult suppliers on quotations/prices

6.2 WORK ENVIRONMENT

The position plays the administrative role within the NSO to ensure the importance of government regulations on financial processes, procurement and HR policies are adequately promoted in a holistic manner in achieving NSO aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

1. Enshrine in the Public Service (Management) Act
2. General Orders
3. Public Services Code of Ethics
4. Statistical Services Act

▪ Decision

1. Agency Head
2. Executive Management Team
3. Budget Committee

▪ Recommendations

1. Enhance productivity and timely and accurate statistics

8. CHALLENGES

- The effective and efficient management and implementation of government policies which have not been fully digested in the public service
- Meeting and liaising with the NSO management to promote government policies, regulations and other legislations to promote statistics.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Grade 12 or equivalent i.e. matriculations.
- Certificate in Public Finance/Accounting/Bookkeeping

(b) Knowledge

- Public Finance Management Act & Regulations
- Public accounting procedures
- Basic accounting Mathematics
- Public Service Management Act;
- Public Service General Order;
- Organic Law on Provincial and Local Level Government
- Relevant Public Service policies, procedures and systems;
- Policy development practices and procedures in the Public Service
- Have some basic knowledge computing applications & Windows 2003/2007.

(c) Skills

Ability to demonstrate the following skills at a proficient level;

- Basic book keeping
- Numerical skills
- Inter-personal
- Supervisory
- Manage changes
- Analytical & Research
- Communication (written & oral)
- Computer skills 2003/2007
- Meet customer needs
- Meet customer needs

(d) Work Experience

A minimum of five years (5) work experience in Public Finance/Accounting/Bookkeeping, personnel /HRM functions within the Public/Private Section is essential