NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	**SYS. POSN. NO:** 0260000237	**REF. NO:** NSO 145
OFFICE: NATIONAL STATISTICAL OFFICE	**DESIGNATION/CLASSIFICATION:** CERTIFYING OFFICER GRADE 12	
DIVISION: CORPORATE SEVICES	**LOCAL DESIGNATION:** CERTIFYING OFFICER GRADE 12	
BRANCH: **FINANCE & BUDGET**	**REPORTING TO:** ACCOUNTANT – FINANCE & BUDGET	**SYS. POS. NO:** 026000091 **REF. NO:** NSO 144
SECTION: **ACCOUNTS**	**LOCATION:** **PORT MORESBY**	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	*3/10/2010*	*created*
	07/11/2012	*Renumbered*
	14/12/015	*Renumbered*

2. PURPOSE

To certify departments funds transactions.

3. DIMENSIONS

The position is responsible to assist the Accountant to certify all funds transaction for the preparation for payment and keep records of items from the appropriation in a timely manner. The position will also play the custodian role of certifying 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

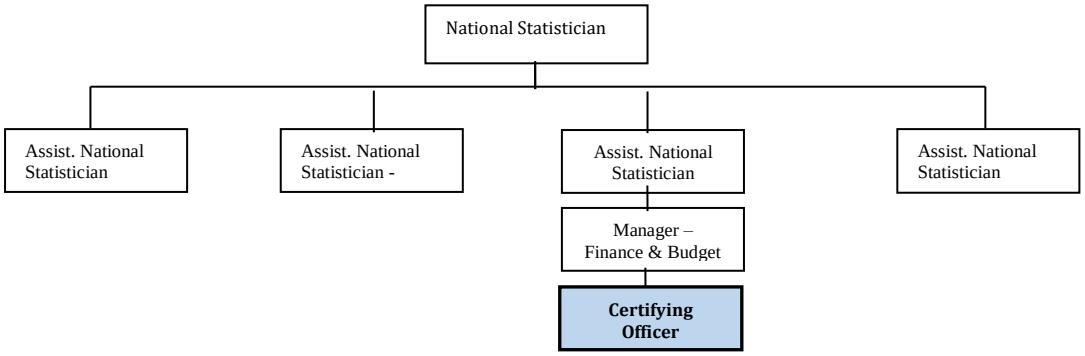
The position will ensure expenditure claims are in order and cleared and keep an effective record maintenance on transaction of expedited funds.

5. MAJOR DUTIES

1. Examine and advise on availability of funds;
2. Authorize claims payment or non-payment.

6. NATURE AND SCOPE

The position is essentially to certify all funds transaction for the organization to make sure that the funds are expedited to the correct amounts and to the suppliers. The position is directly to the Accountant or Manager – Finance & Budget, However may report to the Deputy National Statistician, Corporate Services when required.



6.1 WORKING AND WORKING RELATIONSHIP

(a) Internal

Reports to the Accountant.

- Reports to the Accountant.
- Supervises Registration & Commitment Officer, Examiner, Machinist,
- Clerk PGAS and Bank Reconciliation/Data Controller;
- Liaise with Department of Finance and Treasury on settlement of Out-standing bills;

(b) External

- Liaise with Department of Finance and Treasury on settlement of outstanding bills.

6.2 WORK ENVIRONMENT

The position will administer the Public Finance Management Act and other relevant

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The position to establish rules, regulations, processes and procedures in dealing with all matters in the daily running and to decide on and recommending to the Manager the best practices for transparent and accountable purposes

8. CHALLENGES

- The effective and efficient management and implementation of the Public Finance Manager Act and other relevant government policies which have not been fully digested in the public service.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) QUALIFICATION:

Grade 12 or equivalent i.e. matriculations.

(b) KNOWLEDGE:

Must possess a sound level of;-

Public Finance regulations

- Public sector accounting system
- Public Finance (Management) Act and Finance instructions
- Public Service General Order;
- Organic Law on Provincial and Local Level Government
- Public Service Management Act;
- Public Service policies, procedures and systems;
- Policy development practices and procedures in the Public Service
- Have some basic knowledge computing applications.

(c) SKILLS Ability to demonstrate the following skills at a proficient level;

- Basic book keeping
- Numerical skills
- Inter-personal
- Supervisory
- Manage changes
- Planning and development of projects
- Communication (written & oral)
- Public relations
- Analytical & Research
- Leadership qualities
- Meet customer needs
- Manage information and knowledge
- Manage activities and resources

(c) WORK EXPERIENCE:

Minimum of five years (5) work experience in Public Finance, personnel management/HRM functions, accounting and related fields within the Public/Private Section is essential