



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept, NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000326	REF. NO: NSO 150
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: ASSIST. BUDGET OFFICER GRADE 10	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: ASSIST.BUDGET OFFICER GRADE 10	
BRANCH: FINANCE & BUDGET	REPORTING TO: REF. NO: ACCOUNTANT NSO 144	SYS. POS. NO: 026000091
SECTION: BUDGET	LOCATION: WAIGANI, POM	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2012	CREATE
	14/12/2015	RENUM/RECLASS

2. PURPOSE

Assist the Budget Officer Grade 12 to coordinate the preparation of organizations annual budget estimates and proper appropriation in accordance with the organizations plan and objectives;

3. DIMENSIONS

The position is responsible to assist the budget officer for the preparation of yearly and month cash flow, preparation of annual budget and keep records of appropriation, warrant authorities and CFCs in a timely manner

4. PRINCIPLE ACCOUNTABILITIES

The major accountable of the position are;

1. Assist the budget officer with the preparations of annual budgets and related cash flows
2. Assist the budget officer with timely processing of appropriations warrant authorities and CFCs
3. Assist the budget office with quarterly reviews and related reporting and reallocation of budgets where necessary
4. Assist in maintenance of periodical cash flow projections and timely acquisition of warrant/CFC's
5. Assist in proper preparation of department's annual budgets.
6. Maintain proper filing of the Department's budget records on appropriation of the organization's annual budget.

5. MAJOR DUTIES

Assist and coordinate initial budget preparation for the forthcoming year for the completion by 30 June each for the following year based on current year's budget using the standard Treasury templates.

1. Assist prepare and co-ordinate the Department's annual budget estimates to Department of Treasury and Planning;
2. Prepare quarterly budget reviews and other forms reviews and other financial reports to department of Treasury and Planning;
3. Assist prepare Secretary's Advance's for transfer of funds between votes, warrant authorities, cash fund certificates and other related financial advice;
4. Assist in maintaining of all budget related records

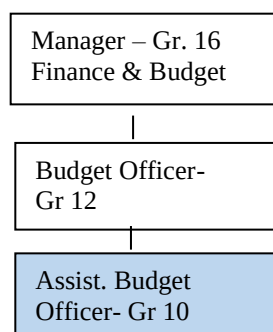
6. NATURE AND SCOPE

The position is essentially created to assist the Snr. Budget Officer that focus on preparation yearly and monthly cash flow, preparation of annual budget and keeps records of appropriations, warrant authority and CFCs in a timely manner in accordance with the requirements of the Public Finance (Management) Act and Finance Management Manual. It requires the diligent implementation of projects and activities identified in the branch's Annual Sectional Work plan Schedule in order that the identified Finance & Budget goals and objectives are met in an effective and efficient manner.

The job is also requires a team approach to Finance and Budget projects undertaken on site in line with the standard DfCDR Finance policy practice. It involves the preparation of draft Finance reports on site and the provision of reports and recommendations on assigned tasks. The position is one of collaboration and teamwork based on mutual trust and respect for one another. Each team player is totally accountable for assigned tasks and activities and is expected to meet agreed deadlines and performance targets in a diligent manner

The scope of the job is limited to the National Statistical Office and the divisions and branched located in the provinces.

6.1 WORKING RELATIONSHIP



6.2 WORK ENVIRONMENT

(a) Internal

Reports to the Snr. Budget Officer.

Work closely with Snr. Budget Officer provide budgetary updates with each divisional heads.

(b) External

Assist in liaising with Budget Officers of the Department of Treasury and

Department of National Planning & Monitoring

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

Enshrine in the Public Service (Management) Act

General Orders

Public Services Code of Ethics

Statistical Services Act

▪ Decision

Agency Head

Executive Management Team

Budget Committee

▪ Recommendations

Enhance productivity and timely and accurate statistics

8. CHALLENGES

Some key challenges include: the effective implementation of management Action Plan and implementation Schedule; record management; strategic HR and financial management; soliciting timely DfCDR and agency management feedback on accounts outcome.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Diploma in Accounting/Commerce or an appropriate discipline majors in Human Resource Management/Public Administration or other Social Science field of study.

(b) Knowledge

- Public Finance (Management) Act & Regulations
- Government Budgeting system
- Public Service Management Act;

- Public service General Orders
- Organic Law on Provincial & Local Level Government
- Public Service policies, procedures and systems
- Policy development practices and procedures in the Public Service
- Employment Act

(c) Skills

Ability to demonstrate the following skills at a proficient level;

- oral & written Communication
- computing skills
- Basic book keeping/Accounting skills
- Public relations

(d) Work Experience

Minimum of five (5) years work experience in Budgeting, personal management/HRM functions within Public/Private Sector is essential.