



NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept, NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000325	REF. NO: NSO 149
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: BUDGET OFFICER GRADE 12	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: BUDGET OFFICER GRADE 12	
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

Overall responsible for assisting with the planning and coordination of the preparation and submission of annual budgets in accordance with the Budget Manual 2008 and Treasury Circulars issues from time to time. Process and keep records of ensuing appropriations, warrant authorized and CFCs in timely manner, Assist with quarterly reviews and related reporting

3. DIMENSIONS

The position is responsible 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 with the preparations of annual budgets and related cash flows
2. Timely processing of appropriations warrant authorities and CFCs
3. Assist with quarterly reviews and related reporting and reallocation of budgets where necessary

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. Make necessary adjustments subsequently when the treasury Budget Circulation is received.

2. In estimating the salaries and allowances budget ensures the latest Alesco data is used together with HR
 - Costs determined for each person and in total – base salaries and allowances; compare and agree with Alesco Payroll System
 - Ensure vacancies and unattached officers costs are determined and included
 - On-costs determined for each person and in total – leave travel, gratuity etc.
3. Assist and support the Budget Co-ordination Committee (BCC) to review and finalise the budget submission to treasury by the stipulated date
4. Provide all necessary information on annual budgets to relevant activities/program managers
5. After initial processing of appropriation in January each year, process variation to appropriations, warrants authorities and related CFCs in PGAS within 48 hours of receipt of formal advise/documents from Treasury
6. Ensures that the user name and password o PGAS is not shared
7. Assist with the co-ordinated preparation and submission by the due dates of the quarterly review reports for Treasury including review and reallocation, where necessary, by the BCC
8. As part of the months end process, check and ensure that all authorized warrants and related documents filed.
9. Agree the figures for appropriations, revised appropriations and warrants authorities with TMS report monthly.
10. Generate month end reports and provide them to Activity/Program Managers by the 5th of the following month.
11. Methodically and securely file documents relating to budgets, appropriations, warrants authorities, CFCs changes to appropriations etc.

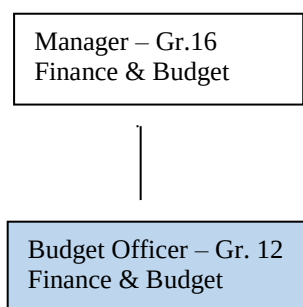
6. NATURE AND SCOPE

The position is essentially a budget position that focus on preparation yearly and monthly cashflow, 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 Workplan 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

- Manager – Finance & Budget
- Deputy NS CSD
- National Statistician
- Other Deputy NS's

(b) External

- Department of Treasury
- Department of National Planning & Monitoring
- Department of Personnel Management
- Auditor General Office

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

- Degree in accounting
- Other educational qualification that may be acceptable to by the Department of Personnel Management

(b) Knowledge

- 1) Must possess above average knowledge of all areas of ICT.
- 2) A good understanding of the Public Service General Orders, Public Finance and Management Act and other government mechanisms in place to guide Public Servants.
- 3) Government systems, procedures & practices
- 4) Sound knowledge of the Roles and Responsibilities of the different stakeholders within the government Sector and outside

(c) Skills

- 1) Excellent command of oral & written English
- 2) Managerial & Supervisory skills
- 3) Analytical and evaluation skills
- 4) Inter personal skill
- 5) Computer literacy
- 6) Professional expectancy

(d) Work Experience

3-5 years supervisory or management role within budget