

**NATIONAL STATISTICAL OFFICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 0260000090	REF. NO: NSO 143
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: MANAGER GRADE 16	
DIVISION: CORPORATE SERVICESS	LOCAL DESIGNATION: MANAGER GRADE 16	
BRANCH: FINANCE & BUDGET	REPORTING TO: DEPUTY NATIONAL STATISTICIAN	SYS. POS. NO: 0260000010
SECTION:	LOCATION: WAIGANI	REF. NO: NSO 140

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	07/12/2011	RECLASSIFIED
	14/12/2015	RENUMBERED
	20/04/2018	STRUCTURE APPROVED
	11/05/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To lead and direct the provision of all financial accounting services for the NSO recurrent and Project activities and provide advice to the NSO management and on best practices and develop appropriate accounting administrative systems, processes and policy framework for organizational development.

3. DIMENSIONS

Plays the custodian role of administering the Public Finance Management Act and other relevant legislations to ensure the desired outcomes in line with the purpose are achieved. Manages a staff total of 8 staff are determined in the comparison table whilst equipment/facilities will be determined after the office is fully established.

4. PRINCIPLE ACCOUNTABILITIES

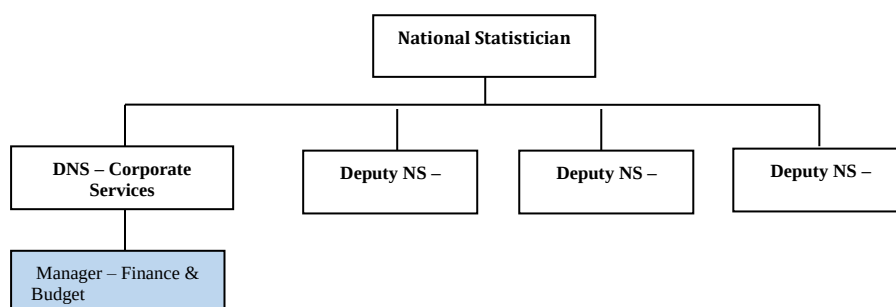
- Realization of effective and efficient management of the Finance & Budget branch;
- Efficient and appropriate strategies, work programs and budget for the organization are developed;
- Sound and timely advice to the National Statistician on Finance & Budget;
- Ensure the participation of the Finance & Budget Branch in the preparation of the annual report by the National Statistician to the Minister as stipulated in the Statistical Services Act.

5. MAJOR DUTIES

1. Prepares technical plans and programs for the development and implementation of office policies and procedures regarding accounting matters;
2. Provides technical support in the field offices on accounting matters;
3. Reviews accountability reports and documents related to expenditure and disbursements
4. Maintains books of accounts and accounting records;
5. Prepares financial statements and related reports;
6. Reviews and consolidates financial statements submitted by the Regional Offices;
7. Process money claims;
8. Coordinates with other government offices and other financial institutions on accounting and financial matters;
9. Remits payment deductions and issues related certifications;
10. Prepares and reviews billings on agency receivables; and
11. Performs other functions as may be assigned from time to time.

6. NATURE AND SCOPE

The position is within the management level of the NSO and reports directly to the Deputy National Statistician, However may report to the National Statistician is and when requested. The position has a total of subordinate comprising of



6.1 WORKING AND WORKING RELATIONSHIP

(a) Internal

- Reports directly to the Deputy National Statistician
- Reports to the National Statistician as and when required

(b) External

- Liaise and consult with the Department of Finance, Dept. of Treasury and Dept. of National Planning & Monitoring on matters in regard to Finance & Budget
- Establish good working relationship with other state agencies regarding finance and budget matters.

6.2 WORK ENVIRONMENT

It plays the management role in regard to finance and budget within the NSO to ensure the importance of government policies and regulation on financial processes and procedures are adequately promoted in a holistic manner in achieving NSO aims and objectives

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

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 transparent and accountability.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree preferably in Accounting or such other educational qualifications acceptable.
- Administrative ability of a high order.

(b) Knowledge

- Statistical Services Act. 1980.
- Public Service Management Act and General Orders
- Public Finance Management Act
- Organic Law on Provincial and Local Level Governments
- Government policies relating to administration & statistics.

(c) Skills

Ability to demonstrate the following skills at a proficient level;

- Written and Oral (presentation) Communications
- Report Writing
- Analytical and Research
- Planning and development of projects
- Management of people
- Public Relations
- Inter-personal
- Active/Reflective skills
- Able to develop strategies or plans and be able to implement and monitor it
- Be able to work in a team to initiate, plan and organize own work to meet deadlines

- Application of public service systems and processes

(d) Work Experience:

A minimum five (5) years working in an Accounting role or in a managerial position.