



Papua New Guinea
DEPARTMENT OF TREASURY

POSITION DESCRIPTION

Identification:

Position Number: TBP 006

Position Title: SENIOR BUDGET OFFICER (PROVINCES SECTOR) GRADE 14

Division: BUDGET DIVISION

Branch: PROVINCES

Location: VULUPINDI HAUS

Date: 05/12/2011

Position Purpose:

To provide analysis and advice relating to budget allocation for assigned agencies (budget preparation) and then monitor and assess the expenditure and program delivery of these agencies (budget execution and maintenance).

Working Relationships:

Report to the Assistant Secretary (Provinces)

Requirements:

(Qualification, Experience, Knowledge and Skills)

Essential

1. **Strategic planning skills:** Able to work with Treasury management to identify and implement divisional and departmental strategic goals.
2. **Workload & time management:** Able to help identify team priorities and work on those priorities, plan out substantial tasks to set and ensure deadlines are met and manage multiple tasks with competing priorities.
3. **Policy analysis & research:** Able to evaluate the annual Budget Submissions of the assigned agencies in accordance with government policies, priorities and decisions and provide high quality briefing for various Budget committees.
4. **Communication Skills:** Able to communicate fluently in English with confidence orally and in writing.
5. **Qualifications:** A Bachelor degree in Accounting or Commerce, Economics or related field.

Desirable

6. **Work Experience:** At least three (3) years of relevant work experience (for example, experience working on Budgeting or financial policy or analysis).
7. **Teamwork:** Able to work well with colleagues and effectively mentor junior staff, respond in a timely manner to requests from colleagues and supervisors as required, and share relevant information within the Division, the Department and with stakeholders.

8. **Meetings & stakeholder relationships:** Able to chair internal meetings effectively, represent Division at external meetings, supervise the preparation of minutes and agendas and organise meetings and workshops.
9. **Computer Skills:** Able to operate computer using Microsoft Word, Excel and related applications.
10. **Public Relations:** Able to promote good public relations when working with colleagues and other stakeholders.
11. **Knowledge:** Possess a good knowledge on:
 1. *Public Finance (Management) Act and related instructions*
 2. *Organic Law on Provincial & Local Level Government*
 3. *Public Service (Management) Act and General Orders*
 4. *Public Service Policies on Accounting, Procedures and Systems*
 5. *Government Accounting Systems*

Tasks: With assistance from, and as directed by the Assistant Secretary, analyse policy issues aligned to budgetary issues, prepare written documents (such as briefs and letters); and represent the Division/Department as appropriate to promote the Branch's priorities:

1. **Improved Budgeting systems:** Provide advice on the preparation of annual budget and evaluation and monitoring of the annual budget and the provision of feedback as required to management.
2. **Effective budget management:** Participate actively in the conduct of quarterly budget reviews and prepare reports on the outcome for management to present to CACC. And ensure monthly warrant authorities are processed and monthly grants to Statutory Authorities are remitted.
3. **Compliance with Fiscal Policies:** Ensure that the annual budget preparation is in accordance with government policies and decisions.
4. **Evaluation and Monitoring of Government Budget:** Ensure assigned agencies work programs are in line with the functions of the agencies and government directives and provide feedback.
5. **Effective and efficient data input:** Ensure data on PBS (and, as required, IFMS) or vouch for its correctness at various stages of revision until finality.
6. **Improved budget submissions:** Ensure budget submissions are clear and correct. Ensure all costings reflected in submissions for new spending proposals agrees with the agencies' function, and evaluate proposals for increased funding or transfers of funding received outside of the annual budget and provide high quality briefing and draft correspondence to the Minister/Secretary/Deputy Secretary/First Assistant Secretary as required.
7. **Strengthen relationships with stakeholders:** Ensure to provide technical assistance and advice to assigned agencies on budgetary matters.
8. **Effective and Constant Liaison:** Ensure there is liaison with National Economic Fiscal Commission (NEFC) so that requirements of Reforms on Inter Government Fiscal Arrangement (RIGFA) are captured in the annual budget process.
9. **Effective and Constant Liaison:** Ensure there is constant liaison with NCOBA and ABG so the requirements of Peace Agreement on Bougainville are met by National Government.