



DEPARTMENT OF COMMUNICATION AND INFORMATION

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO: 0580000009	REF. NO: ICCS.59
DEPARTMENT: Information and Communications Technology	DESIGNATION/CLASSIFICATION: Budget Officer Grade.13	
OFFICE/AGENCY:	LOCAL DESIGNATION: Budget Officer	
DIVISION Corporate Services	IMMEDIATE SUPERVISOR: Accountant	POS. NO: ICCS.058
BRANCH: Finance	HIGHEST SUBORDINATE	
SECTION:	LOCATION Down Town Port Moresby	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
CICS.006		RECLASSIFIED

2. PURPOSE

Assist the Accountant for the coordination, control and direction of the Budgeting activities of the DICT in an efficient and effective manner to identify and provide budgetary plans for the Department to be consistent and within budgetary limits allocated by the Government.

3. DIMENSION

Financial - Nil	Staff supervised -Nil	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Ensure Department Budget Expenditure is kept within initial budgetary framework;
- 4.2 Coordinates Departments' Trust Accounts within their respective purposes and deeds;
- 4.3 Ensure budgets for following year prepared on time;
- 4.4 Assist the Accountant and Manager-Finance to provide quarterly budget reviews for Secretary's presentation to the Department of Treasury, Public Accounts Committee and Auditor General's Office; and
- 4.5 Work within the framework of the enabling NEC Decision No: 292 of 2003, Public Service Management Act, Public Service (Finance), Management Act, Natural Procurement Act, Public Service General Orders and other Procedures & Processes of the Public Service of Papua New Guinea.

5. MAJOR DUTIES

- 5.1 Assist the Accountant to coordinate, control and direct the activities of the Accounting/Budget Section making sure that bills are paid, claims are cleared, cheques are processed and all the financial obligations of the Department are effectively carried out and develop sound budget procedures for the Department Estimates of Expenditure & Revenue;
- 5.2 Ensure that (together with the Manager-Finance) the Director-Corporate Services and Secretary are kept up-to-date on the Financial situation of the Department;
- 5.3 Ensure that proper Financial and Accounting control is maintained in the Department consistent with the Public Financial (Management) Act 1995;
- 5.4 Coordinate and formulate Departmental Estimates of Revenue & Expenditure;
- 5.5 Prepare financial reports and provide appropriate advice to the Accountant, Manager-Finance, Director-Corporate Services and Secretary;
- 5.6 Coordinate and supervise the operations of the Accounts Section along with the Staff, expedite payment claims within the annual budget appropriation, coordinate the disbursement of Trust Accounts within their respective purpose and deeds;
- 5.7 Evaluate the Department's annual budget in accordance with Government policies and decisions;
- 5.8 Liaise with Department of Finance and Treasury on matters relating to budgetary implications and attend Budget ceiling meetings to defend the budget;
- 5.9 Maintain records of Cash Fund Certificates (CFC'S) and Secretary's

advances in file;

5.10 Attend to queries on budget matters over counter and telephone; and

5.11 Act as Financial delegate in counter signing requisites, cheques and acquittals.

6. NATURE AND SCOPE

The Budget Officer is to be based in the Finance Section of the Corporate Service and will perform all accounting job, particularly preparing annual budget ceiling of the Department which including assisting the accountant to:

- reconcile expenditure and commitments against actual budget;
- develop focus for new budget with justified notations;
- attend to treasury and finance departments to defend budget or request for budget adjustment;
- monitor and report budget trends that require attention of the Director.

6.1 WORKING RELATIONSHIPS

Internal

- The position reports directly to the Manager-Finance via Accountant.

External

- As directed by the Accountant liaise as appropriate with the Department of Treasury and Finance, Auditor General and other relevant Departments, Statutory agencies and private sector organizations;
- Constant liaison with Department of Treasury (Economics & Infrastructure Sector-Budget Division) on Budget and Cash Ceiling Matters;
- Liaise with various Divisional/Branch Heads on monthly cashflow requirements; and
- Liaise with various business companies on delays of payments for Goods & Services.

6.2 WORK ENVIRONMENT

- This position is administrative and is based in Down Town Port Moresby, however where the need arises the incumbent may be required to take official duty travel out of the Office, and in doing so;
- The Budget Officer will be knowledgeable in accountancy, project management, procurement and reporting. The incumbent will directly use IFMS Public Service Accounting System in performance of its daily task.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Budget Officer is guided by the;

- Internal management and operational policies of the Department,
- Department budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

7.2 Decision

- Branch work plans and procedures
- Staff performance appraisal, training and development
- Conflict management and resolution.

7.3 Recommendation

- Staff promotion, transfer, training and development.
- New or revised work plans and activities.
- Work ethics and business best practices.

8.0 CHALLENGES

- Work culture, values and ethics.
- Negative work practices.
- Lack of staff capacity and resources.
- Lack of team work and participation.
- Lack of support from Management

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- Appropriate University Degree in Finance, Accounting or Commerce or equivalent

9.2 Knowledge

- Sound knowledge of Public Service Finance (Management) Act, Finance Regulations, Finance Instructions, Government Accounting System and Government Budgetary Cycle.

9.3 Skills

- Possess managerial, accounting skills in the government, private sector and supervisory skills in relation to budgets;
- Must be computer literate; and
- Numerical/Analytical.

9.4 Experience

- 3-5 years of working experience as an Accountant/Budget in Government or private sector.