



## PARLIAMENTARY SERVICE JOB DESCRIPTION

1. Identification	POSITION NUMBER: <b>FIN 001</b>
DEPARTMENT: <b>National Parliament</b>	DESIGNATION/CLASSIFICATION: <b>Director – Finance, NP14</b>
BRANCH: <b>Administration Services</b>	LOCAL DESIGNATION: <b>Director Finance</b>
DIVISION: <b>Finance &amp; Administration Services</b>	REPORTING TO: <b>Executive Director Corporate and Support Service</b>
LOCATION: <b>Parliament House, Waigani, NCD</b>	INCUMBENT:

### HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG. 1	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG. 2	24/09/18	Abolished/Created

*[Signature]*  
28/03/19

#### 2. Purpose:

This position plays a key role in the organization's funding strategy and long-term financial security to achieve its intended outcomes and delivery of efficient and effective services to the elected Members of Parliament.

#### 3. Dimension:

**Budget:** NA

**Staff:** Direct subordinates: 3 Section Heads and 10 Staff

**Others:** NA

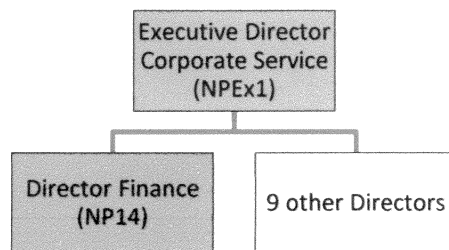
#### 4. Principle Accountabilities

- Drive the development of strategies to implement and assess the achievement of Divisional priorities by providing strategic leadership and continuous improvement.
- Achieve competing Divisional priorities by mobilizing and managing resources, promoting
- Responsible Parliament and Divisional budget by taking responsibility for budget preparation, monitoring and reporting on the expenditure of Divisional funds.
- Provide constructive feedback on work performance, both formally and informally to staff based on agreed tasks and performance indicators identified with the staff member.
- Perform a variety of advanced financial analyses to determine present and forecasted financial health of the company
- Use financial modelling to simulate financial scenarios
- Present potential scenarios and outcomes to management team
- Manage the preparation and publication of departmental and organization financial documents
- Collaborate with management on development and execution of funding strategies
- Examine financial and legal documents to verify accuracy and adherence to financial regulations and acceptable financial principles

## 5. Nature and Scope:

### 4.1 **Reporting Relationship**

This position is one of the 10 positions that report directly to the Executive Director Corporate and Support Service



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### 5.2 **Working Relationship**

#### **Internal:**

- Provide regular advice to the Executive Director Corporate Service on all financial matters.
- Liaise directly with sectional heads and supervisors on areas requiring co-ordination within the division.

#### **External:**

- Liaise with appropriate other government departments which include: Treasury, Finance. Donor agencies and other service providers.

### 5.3 **Work Environment**

This position is a senior management position and is responsible for defining strategic plan or vision and developing strategies to achieve the plan. Development of divisional strategic plan and implementation of strategies to achieve the plan is vital to the support the Parliamentary Services. The incumbent is required to facilitate the development and implementation of policies, procedures and processes to improve service delivery. It is vital that the incumbent must be strategic in terms of ensuring continuous improvements to activities and programs to meet the Parliamentary Service Corporate Plan and keeping abreast with changing needs of the Parliament systems. As a senior manager, it is important to encourage, mentor and support staff to achieve performance excellence. From time to time the incumbent is required to travel within and outside of PNG on official business. Promoting and maintaining strong communication links and liaison with other appropriate departments and stakeholders that are vital to ensure efficient service delivery.

### 5.4 **Constraints Framework and Boundaries**

#### **Rules/Procedures etc:**

- Delivery of services must be constant with PFMA, PSGO, Parliamentary Service Act, other relevant Government Legislations.
- Funds must be used consistent with the requirements of the PFMA.

#### **Decisions:**

- Approve expenditure items within K7,500.00 consistent with PFMA.
- Exercise delegation in relation to employment related matters in accordance with PSGO.
- Develop and implement programs and activities of the Division
- Determine the use of operational funds for divisional programs and activities
- Carry out staff development activities and programs within the Division
- Development of operational policies and procedures

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**Recommendations:**

- Adjust to make changes to the Government and Service policies
- Prepare and implement funding bid for the Divisional programs and activities
- Staff movements
- Provide different approaches to divisional program implementation

**5.5 Challenges**

- Managing monthly cashflows within the constraints of available financial resources to achieve Parliamentary Service's divisional goals and objectives
- Managing employees with different skills, knowledge, experiences to achieve maximum work output.
- Ensure availability of adequate office equipment and supplies to achieve Divisional objectives.

**6. Qualification, Experience, Knowledge and Skills**

**5.1 Qualification**

- Bachelor's Degree in Finance, Accounting or related field required (MBA preferred) and a current member of PNG Chartered Practicing Accountants (CPA)

**6.2 Experience**

- 5- 10 years' experience in a financial management position

**6.3 Knowledge**

- Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act, inter-parliamentary relations, PSOG, PFMA and other legislative provisions
- In-depth understanding of the Parliamentary Services Corporate Plan 2013 – 2015 and Government directions in respect to the Parliament
- Sound knowledge of principles and practices of good management and leadership

**6.4 Skills**

- Exceptional skills in successful financial management of organizational programs
- Proven strategic planning experience at the finance management level
- Proficient in Microsoft Excel and PowerPoint
- Demonstrated creative and critical thinking skills
- Able to work on multiple projects simultaneously
- Strong communication and presentation skills
- Exceptional negotiation and representational skills.
- Computer literate in Microsoft applications

**7. STATEMENT BY THE EMPLOYER AND EMPLOYEE**

I make this solemn declaration by virtue of the ***Oaths, Affirmation and Statutory Declaration Act 1962***, conscientious believing the statement contain therein to be true in every particular

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Signature  
Employer (or its delegate)

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Signature  
Employee

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Date

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Date