



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. Identification	POSITION NUMBER: FIN 011
DEPARTMENT: National Parliament	DESIGNATION/CLASSIFICATION: Senior Budget Officer, NP 11
BRANCH: Administration Services	LOCAL DESIGNATION: Senior Budget Officer
DIVISION: Finance & Administration Services	REPORTING TO: Accountant
LOCATION: Parliament House, Waigani, NCD	INCUMBENT: <i>Reno</i> 28/03/19

HISTORY OF POSITION

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

2. Purpose:

This position is responsible for directing and coordinating the activities of personnel responsible for formulating, monitoring and presentation of budgets for controlling funds to implement program objectives of the Parliamentary Service

Dimension:

- Budget:** NA
- Staff:** NA
- Others:** NA

3. Principle Accountabilities

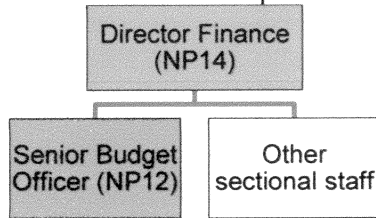
- Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of the Parliamentary Service
- Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested.
- Correlates appropriations for specific programs with appropriations for divisional programs
- Review operating budgets quarterly to analyze trends affecting budget needs in a fiscal year
- Consults with Executive Director Corporate Service, Director Finance to ensure adjustments are made in accordance with Divisional program changes in order to facilitate long-term planning.
- Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
- Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to director of organization with recommendations for budget revisions.
- Testifies regarding proposed budgets before examining and fund-granting authorities (Treasury, National Planning and Finance Departments) to clarify reports and gain support for estimated budget needs.
- Oversees the review and finalization of budget performance reports; monitors variances between approved budgets and actual expenditures;

- Prepares/finalizes reports for intergovernmental bodies (Finance and Treasury) and for management on budgetary issues, and correspondence, guidelines and instructions

Nature and Scope:

4.1 Reporting Relationship

This position is one of the 2 positions that report directly to Director Finance



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4.2 Working Relationship

Internal:

- Liaise and contact the Director Finance, the Accountant, and the Divisional Heads within the Service on the dissemination of information relating to formulation, monitoring and presentation of budget estimates for the divisional activities

External:

- Liaise with personnel from National Planning, Treasury and Finance, and Department of Prime Minister and National Executive Council.

4.3 Work Environment

The is an administrative position and, requires performing a full range of assignments and uses considerable independent judgment to be conscientious and efficient in meeting commitments, observing deadlines and achieving results

4.4 Constraints Framework and Boundaries

Rules/Procedures etc:

- Job operates within the precincts of the Parliamentary Service Act, 2014, Public Service General Orders, Public Finance (Management) Act, Other Financial Instructions and Instruments.
- Operates in compliance with organizational regulations and rules
- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism

Decisions:

- Checking assumptions against facts to determine actions to propose that will satisfy the expressed and underlying needs for the decision related to budget estimates of the Parliamentary Service

Recommendations:

- To ensure expenditures remain within authorized levels and suggest monitoring of extra-budgetary resources, including review of annual work plans, to comply with regulations and rules and established policies and procedures

4.5 Challenges

- Maintain accountability and good work ethics.
- Ensuring effective management of data related to expenditures committed input of claims and promoting fast service to its clients that enhances image of the department and public service as a whole.
- Deliver output for which one has responsibility within prescribed time, cost and quality standards

5. Qualification, Experience, Knowledge and Skills

5.1 *Qualification*

- Degree in Accounting or Business Studies or any other qualification and work experiences in government and private organization as may be acceptable.

5.2 *Experience*

3-5 years' work experience in the Government and or Private Sector is essential.

5.3 *Knowledge*

- Financial and budgetary principles and practices, budget management and financial administration of resources.
- Ability to manage a Programme in a field operation and formulate new strategies and approaches to budget management issues.
- Demonstrates professional competence and mastery of subject matter;
- Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Excellent understanding of the government machinery
- Extensive knowledge of the Parliamentary Service Act
- Public Finance (Management) Act 2017
- PS General Orders and PS Business processes.
- Government Accounting System (PGAS/IFMS).
- Finance Instructions and Instruments

5.4 *Skills*

- Proven analytical skills and ability to provide technical advice in budget management to managers.
- Demonstrated creative and critical thinking skills
- Computer literate in Microsoft applications
- Public & Inter-personal Relations
- Communication (written/oral)
- Time management and facts and figures
- Ability to analyze and interpret
- Good in figures and numbers

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28/03/19

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

Signature
Employer (or its delegate)

Signature
Employee

Date

Date