



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

|  |  |                              |
|--|--|------------------------------|
| <b>AGENCY:</b><br>Department of Justice and Attorney General     | <b>SYS. POSN. NO:</b><br>13532077                                      | <b>REF. NO:</b><br>DJAGFM.23 |
| <b>OFFICE:</b><br>Justice and Attorney General                   | <b>DESIGNATION/CLASSIFICATION:</b><br>Revenue Clerk Grade:12           |                              |
| <b>DIVISION:</b><br>Corporate Affairs and General Administration | <b>LOCAL DESIGNATION:</b><br>Revenue Clerk                             |                              |
| <b>BRANCH:</b><br>Financial Management                           | <b>REPORTING TO:</b><br><b>NO:</b> Senior Trust Accounts Officer<br>33 | <b>SYS. POS.</b><br>DJAGFM   |
| <b>SECTION:</b><br>Trust and Imprest                             | <b>LOCATION:</b><br>WAIGANI  |                              |

**HISTORY OF POSITION**

| <b>FILE REF.</b>            | <b>DATE OF VARIATION</b>  | <b>DETAILS</b>                       |
|-----------------------------|---------------------------|--------------------------------------|
| (Agency Reference/File No.) | (Structure approved date) | (Record of how position has changed) |

**2. PURPOSE**

The purpose of the Revenue Clerk is to

- maintain all Revenue Accounts operated by the Department and prepare and submit monthly reconciliation of revenue accounts receipts and payment and IFMS expenditure reports to Finance and Treasury Departments for planning and management decisions
- Assist the Public Curators Office to review and coordinate collection of commission received from deceased estates.
- Consult and liaise with Solicitor General for long term recoveries.
- Assist Legal Policy Unit for commissioner for Oaths fees.
- Under direction, guide and supervise the activities of Public Curators, Legal Policy Unit and Solicitor General’s operations in accordance with Public Finance Management (ACT) and Financial Management Manuel.

**3. DIMENSIONS**

Revenue Clerk -Reports to Senior Trust Accounts Officer

- On all Matters relating to Revenue Account Matters
- Liaise with Branch Heads and COHs regarding revenue account matters.

#### **4. PRINCIPAL ACCOUNTABILITIES**

- Ensure that all revenue assessments and collections on commissioner for oaths, recoveries and deceased estate commissions brought to account with the main Public Revenue Accounts ledger.
- Ensure that Goods and Services Tax (GST) paid and accounted for in timely manner.

#### **5. MAJOR DUTIE**

- Prepare and submit timely Annual Revenue Funds Budget Estimates to Finance.
- Liaise with Senior Budget Officer on annual ceiling and compile annual Revenue Budget Estimates.
- Prepare and submit sufficient Revenue Funds Cash Flow requirements to Finance.
- Produce Quarterly Budget Reviews for Revenue Funds.
- Attend to all correspondence for all matters regarding Revenue Accounts.
- Responsible for completion of, monthly. Quarterly and yearly reports.
- Ensure Financial Statements for Revenue and Expenditure are compiled and provided to Finance Department and other Agencies.
- Perform other duties as directed, consistent with the above.
- [Raising FF4 \(General Expenses\) Form](#)
- [Assist with acquittal register](#)

#### **6. NATURE AND SCOPE**

The role requires to train Junior Officers

##### **6.1 WORKING RELATIONSHIP**

###### **(a) Internal**

- Reports to the Senior Trust Accounts Officer on all matters relating to Revenue Accounts matters.
- Liaise with Branch Heads and COHs regarding revenue account matters

###### **(b) External**

- Liaise with Branches on all revenue account matters.
- Maintain constant dialogue with Department of Finance on all matters relating to revenue accounts.
- Finance on revenue queries
- Internal Revenue Commission (IRC) on Goods and Services Tax (GST) queries.

##### **6.2 WORK ENVIRONMENT**

- Administrative Role

#### **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- **Rules/procedures**

Must be in accordance with Public Finance Management Act and Financial Management Manual/Trust Instruments

- **Decision**

The role must be inline with Public Finance Management Act and Trust instrument

- **Recommendations**

Need further Training

## **8. CHALLENGES**

Trust Account Procurement Process must be followed.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

Diploma or a Bachelor's Degree in Accounting and experience in similar position or possession of such other qualifications as may be acceptable by Department of Justice and Attorney General.

### **(b) Knowledge**

- Sound knowledge of Public Service and Financial (Management) Acts, General Orders and other relevant Government legislations.
- Must have experience in Government Accounting processes, IFM System. Wide experience in revenue and data collection.

### **(c) Skills**

- High-level of communication skills.
- Computing and report writing skills.
- Revenue and data collection skills.
- At least 4 years' experience in the field of revenue and data collection.

### **(d) Work Experience**

- At least three to five (3-5) years of experience in a similar position and highly motivated