



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: PNG Customs Service	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: (Posn. No.)
	DESIGNATION/CLASSIFICATION: CUPA 004 (GO job designation/classification)	
WING: (Border Security & Regional Operations)	LOCAL DESIGNATION: Desk Auditor POM	
DIVISION: Post Clearance Audit (PCA)	REPORTING TO: Team Leader Desk Auditor POM	SYS. POS. NO: REF. NO:
SECTION: PCA Desk Audits	LOCATION: Port Moresby	

HISTORY OF POSITION

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

2. PURPOSE

Conduct PCA Desk Audit activities to improve compliance.

3. DIMENSIONS

This is achieved by implementing the Desk audit plans.

4. PRINCIPLE ACCOUNTABILITIES

- Create and maintain Audit Case Files until completion of PCA process
- Conduct Desk Audits through facilitation of customs requirements according to the Customs Act and other Customs Regulations.
- Maintain corporative and productive team work within the Desk Audit section
- Using all necessary available resources to achieve set objections within the Desk Audit functions
- Assist and provide updated audits reports available for Team Leader Desk Audit POM

5. MAJOR DUTIES

- Research and information gathering as per the Audit plan
- Liaise with external and internal stakeholders
- Conduct Desk Audit
- Assist in providing advice on Desk Audit queries raised by other internal sections within PNG Customs as well as external stakeholders
- Compile and furnish weekly progressive reports to Team Leader Desk Audit POM

6. NATURE AND SCOPE

Desk Auditor conducts desk Audits and reports to Team Leader Desk Audit POM.

6.1 WORKING RELATIONSHIP**(a) Internal**

- PCA Desk Audit Team Leader POM
- PCA Desk Audit Manager SRO and other PCA Auditors
- Other relevant divisions and sections within PNG Customs

(b) External

- PNG IPA registered entities
- Related stakeholders (Brokers, Shipping Agents, Freight Forwarders, PNG Ports, NAQIA etc).

6.2 WORK ENVIRONMENT

Desk Audit is more technical in nature and involves Tariff and Valuation, PNG Customs Service Business processes.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/Procedures

Desk Auditor is empowered under section 131A – D of the Customs Act as an authorized officer to conduct Post Clearance Audits

▪ Decision

Not applicable

▪ Recommendations

Any recommendations has to be within the guidelines or boundaries of Desk Audit section.

8. CHALLENGES

- Teamwork and collaboration – work effectively and efficiently with audit team members
- Information sharing and gathering with audit team members
- Time management – achieve targets in a timely manner
- Communication – communicate effectively at all levels
- Integrity – demonstrate professionalism in line with duties and responsibilities

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree or Diploma in Business Studies or Accounting
- Diploma in customs
- Certified Practicing Accountant – CPA (optional)
- Other work related trainings

(b) Knowledge

- Thorough knowledge of Customs Business processes
- General knowledge of Customs Act & related Regulations
- Sound knowledge of ASYCUDA
- Sound knowledge of Tariff and Valuation
- GAAP (General Accounting Applications & Principles)

(c) Skills

- Audit techniques
- Computer literate
- Good communication skills
- Report Writing skills
- Research skills

(d) Work Experience

- Over 2 years of work experience in PNG Customs Service