



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: PAPUA NEW GUINEA CUSTOMS SERVICE	SYS. POSN. NO: 0000155053	REF. NO: CUCS 024 CUS 09
	DESIGNATION/CLASSIFICATION: SENIOR BUDGET OFFICER	
WING: COOPERATE SERVICE	LOCAL DESIGNATION: SENIOR BUDGET OFFICER	
DIVISION: FINANCE, REVENUE & ACCOUNTS	REPORTING TO: MANAGER PAYABLES	
	SYS. POS. NO: 0000155528	REF. NO: CUCS 025
SECTION: ACCOUNTS & BUDGET	LOCATION: PORT MORESBY	

HISTORY OF POSITION

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

2. PURPOSE

The purpose of this position is to monitor expenditure for each division against warrants/ CFC's and update divisional heads of funds availability. This position is within the Accounts and budget section of the Finance, Revenue and Accounts division of PNG Customs Service.

3. DIMENSIONS

The position has the following dimensions.

Financial: Nil

Staff: Nil

Others: To ensure proper budget coordination and preparation by analyzing budget and provide financial guidance and guidelines and concern regarding compliance checks and governments policies and procedure.

4. PRINCIPLE ACCOUNTABILITIES

- Manage and coordinate the overall budget process
- The Senior Budget Officer should have proficient numerical skills and pays attention to details and accuracy.
- Monitor and analysis budget expenditure to ensure financial constraints and adherence.
- Proven ability to work effectively either as individual or member of a team and relate effectively with staff at all levels of the organization.
- Ability to motivate and lead staff work and meet strict deadlines.

5. MAJOR DUTIES

- Direct and coordinates activities of the divisional personnel responsible for formulating, and monitoring budgets for controlling funds to implement program activities.

- Directs compilation of data based on divisional budget submissions of the organization's annual budgets.
- Correlations appropriations for specific programs within appropriations in the divisional budgets.
- Conducts periodical reviews of operational budgets to analyse trends affecting the budget needs of the organization.
- Consults with divisional heads to ensure adjustments are made to the budgets in accordance with program changes to facilitate for long-term planning.
- Prepare financial report .

6. NATURE AND SCOPE

This position is responsible for managing and monitoring the organization's financial budget. The officer responsible will plan and prepare the budgets and monitor expenditure. This is to ensure financial efficiency and compliance.

This position is based in Port Moresby PNG Customs Office Headquarters at Waigani, Moala Haus. The Senior Budget Officer will report directly to Manager Payables.

6.1 WORKING RELATIONSHIP

(a) Internal

Develop and maintain liaison with.

- All divisions in the organization

(b) External

Develop and maintain relationship other key government agencies.

- Services Providers
- Other relevant government agencies

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

This position will require the incumbent to always maintain customs code of conduct and ethics. The incumbent must also adhere to all government policies, procedures and regulations.

Rules/Procedures	• Code of Conduct and Ethics • Customs Administrative Orders 2016 • Customs Act & Regulations • Public Finances Management Act • PNG Customs Service Act 2014 • Relevant HR Procedures and Policies
Decisions	• Annual work plans • Daily/weekly/fortnightly/monthly plans
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Recommendations	
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8. CHALLENGES

The role of this position requires a high level of commitment, dedication and patience. The incumbent must be prepared to work under pressure to meet deadlines.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Bachelor's degree in accounting, Financial Management or other qualification relevant to the position.

(b) Skills

- Possess good analytical skills and has the ability for multitasks
- High level administrative and management skills, ability to plan, lead, organize and coordinate work at a high level

(c) Work Experience

- Over two (2) years' experience in budgeting work.