



NATIONAL INTELLIGENCE ORGANIZATION

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: NATIONAL INTELLIGENCE ORGANISATION	SEQ. NO: 0300000005	POS. NO: IOFA:001
OFFICE:	DESIGNATION/CLASSIFICATION: DIRECTOR – FINANCE & ADMINISTRATION, GR.17	
DIVISION: FINANCE & ADMINISTRATION	LOCAL DESIGNATION: DIRECTOR – FINANCE & ADMINISTRATION	
BRANCH:	REPORTS TO: DEPUTY DIRECTOR GENERAL	SYS. POS. NO. REF. NO. IODG:002
SECTION:	LOCATION: HEADQUARTERS, WAIGANI	

2. HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
1 – 5 - 48	17/02/98	REVIEW
	15/03/99	REVIEW/ABOLISHED
SCMS.125	28/11/02	NO CHANGE
OD2.7 – FA001	02.03.2015	NO CHANGE

3. PURPOSE

Improve financial management within NIO by ensuring compliance with the existing financial framework, including finance instructions and procedures and at the same time is accountable for administrative related areas which include:

- Provision of effective and efficient finance, accounting and administrative functions;
- Effective management of inventory of fixed assets for the Organisation;
- Effective and efficient management of the Organisation's motor vehicle fleet;
- Effective and efficient management of the facilities function of the Organisation, and;
- Effective and efficient management of the procurement function of the Organisation.

4. DIMENSIONS

Since this position oversees all activities within the Finance and Accounts branch, it has a total of four positions reporting to this position. These positions are:

In Finance Section

- Accountant
- Bank Reconciliation Officer

In Accounts Section:

- Certifying Officer
- Examiner
- Paying Officer
- Machinist

In Administration Section

- Transportation Officer

5. **PRINCIPLE ACCOUNTABILITIES**

Oversee the development of new initiatives, reviews of current processes/policies and improve the outcomes of all other divisions of the Organisation by delivering financial and administration support services with the resources available.

6. **MAJOR DUTIES**

- (a) Ensure that administrative functions of the Organisation are carried out effectively and efficiently, including organising and management of:-

- Office services,
- Procurement of goods and services,
- Printing services,
- Inventory of fixed assets,
- Organisational motor vehicle fleet,
- records management function,
- all office building facilities, and
- travel and logistics.

- (b) Warrant Authority – Check and ensure that all commitments and expenditure are within the warrant authority limits, and that warrant authorities issued to the Departmental Head are entered in the funds distribution control cards (FF19), and entered in appropriate accounting system (i.e., IFMS).

- (c) Cash Fund Certificate (CFC) – ensure that all CFCs issued are entered into the funds distribution control cards (FF19), and ensure that the aggregate CFCs raised under each vote do not exceed the total funds approved under warrant authorities for each particular vote.

- (d) Procurement - Check and verify claims in accordance with government procurement procedures as follows:

- Ensure appropriate Section 32 officer approval is obtained for all proposals for expenditure;
- Reject or cancel expenditure proposals where funds are not available in the votes indicated for committed and ensure the appropriate Supply & Tenders Board approvals are obtained for expenditure proposals over and above the financial delegation of the Organisation;
- Ensure no commitments are made outside the IFMS system under any circumstances for procurement of goods and services, capital or otherwise;
- Demand for proper documentation for commitments outside IFMS in exceptional circumstances, e.g. contractual obligation, agreements, periodical payments etc. for verification purpose, and;
- Make recommendations for individuals for any fraudulent transactions, misappropriation of funds and refusing to provide information required.

- Organisation Drawing Account - Ensure that the IFMS cash book is updated daily and the drawing account reconciled every end of the month. Query discrepancies, carryover of reconciling items etc. for corrective action to be taken by the Organisation.

- Trust Account (non- bank) - Ensure that all Trust Accounts(non-bank) records are properly maintained, updated and reconciled monthly in consultation with the main Appropriation Ledger statement.
- Accounts Section
 - Provide bank/cash book reconciliation statement to Public Accounts Division and highlight the unrepresented cheques status.
 - Provide independent reports weekly on the expenditure performance of the Organisation and highlight instances of movers and unders, balance of appropriation, outstanding commitments, and funds availability/program level for each item of expenditure.
 - Provide status of each non-bank trust account operated by that Organisation.
 - Provide information on commitments outside of the IFMS.
- Any other related administration, finance and accounting duties as directed by the Deputy Director General or Director General.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

Internal

- Reporting to the Deputy Director General, NIO.
- Liaise with all Divisional Heads.
- Liaise with Finance and Administration Support Staff.

External

- Liaise with other Departments as and when instructed by the Director General.

7.2 WORK ENVIRONMENT

This position concurrently delivers management, specialist and administrative functions.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations and government policies that govern the work of National Intelligence Organization include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010-2030)
- PNG Medium Term Development Plan (2011-2015)
- Public Service (Management) Act
- Public Service General Orders
- Public Finance Management Act
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- National Intelligence Organization Act
- Internal National Intelligence Organization Policies and Procedures

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of National Intelligence Organization.

9. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Help employees align their personal goals with divisional goals, encourage employee communication and cooperation and provide a work environment that is appropriate for the work and conducive to employee well-being so that the staffs are more productive;
- National Intelligence Organization is operating within limited resources. These limited resources include salary and allowances/benefits constraints, gender equality issues, culture issues and complicated and unfriendly concepts introduced in the Public Service thus making it difficult for National Intelligence Organization to progress one step further. In addition, gaps created as results of staff turnover or staff undertaking long term study at a senior level can influence priorities. The public, relevant portfolios and the Government more broadly need to understand this impact, and;
- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

10. SKILLS AND EXPERIENCES

Job Specific Skills

Essential and Desirable Requirements (formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

Leadership: Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capacity and commitment and institutional strengthening.

Communications: Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident personal and well developed presentation skills.

Policy Analysis and Development: Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic corporate policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

Stakeholder Relationships: Demonstrated ability to build and sustain effective collaborate relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote NIO and ensure proactive engagement with all stakeholders.

Strategic and Budget Planning Skills: Able to work with the Organisation to identify divisional and its strategic goals and develop planning documentation to support the meeting of these

strategic goals. Demonstrate ability to work with the Management to prepare and manage Organisational budget and develop budget planning documentation to support the budget proposals.

Teamwork: Able to work well with colleagues and effectively mentor junior staff, manage the teams' response to requests in a timely manner, and share relevant information within the Division, the Organisation and with other stakeholders. Able to identify develop needs and build the capacity and capability of the Branch.

Workload and Time Management: Able to identify team priorities, allocate specific tasks to team members and manage multiple team tasks to ensure competing deadlines are met.

Computing: Able to demonstrate the use of computer applications such as using MS Word, performing complex tasks using MS Excel, creates presentation using MS PowerPoint, use of email and internet.

Technical: A demonstrated knowledge and understanding at a senior level of financial management, strategic development and planning, corporate, business and workforce planning. Experience with, and the ability to use the Integrated Financial Management System. Possess a detailed understanding of the range of Acts, laws and policies governing the work of NIO including:

- General Accounting Principles and Practices;
- Public Finance Management Act and Financial Instructions;
- Public Service Management Act;
- Public Service General Orders;
- Government Financial Management Systems and Financial Procedures;

Qualification: Post Graduate Degree in Accounting, Commerce or Business Administration from a recognized institution, Post graduate qualification (s) in the relevant field, as described under the PNG Development Strategic Plan 'Papua New Guinea Vision 2050' and membership of appropriate professional organization(s) would be highly desirable.

Work Experience: Substantial relevant work in finance and accounting, administration, management and leadership with five (5) years minimum experience. Exposure to:- formulation and implementation of annual work plans and budget, compliance to regulations, financial instructions, policies and procedures, and accounting software.