



Form OC 2.1.4

**OMBUDSMAN COMMISSION  
OF PAPUA NEW GUINEA**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>OMBUDSMAN COMMISSION</b>	<b>Sequence. NO:</b> 62	<b>Position. NO:</b> CPS04
<b>DESIGNATION/ CLASSIFICATION:</b>	Finance Manager Contract 'B', Gr12	
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Head Quarters, Port Moresby	
<b>UNIT:</b> Finance	<b>REPORTING TO:</b> Director Corporate Services	<b>POSITION NO:</b> CPS01
<b>HIGHEST SUBORDINATE</b> Senior Certifying Officer Senior Assets Registry	<b>POSITION NO:</b> CPS05 CPS09	

**HISTORY OF POSITION**

<b>POSITION NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
CPS04	OC Decision No. M5-2024 Of 23.05.2024	As a result of Organizational Restructure

**2. PURPOSE**

Oversee the operations of the Finance Unit, ensuring that all financial processes are in accordance with the Commission's Financial Procedural Manual and to provide accurate and timely advice to the Ombudsman Commission on all financial matters and ensure the highest level of financial management practices within the Finance Unit.

**3. ACCOUNTABILITIES**

- The Finance Manager is one of the five "Chief Ombudsman's Section 32 Financial Delegates".
- The Finance Manager is responsible for officers under the Finance Unit, it manages monthly Grants received from the Government, and ensuring timely procurement of the goods and services including facilitation of fortnightly salary payments.
- Assisting the Director in preparation of the monthly briefs and expenditure reconciliation report to MoC on unit's task update and status.
- Assisting the Director prepare the Performance Management Review (PMR) report on quarterly basis.
- Conducting objective qualified annual appraisals of officers/subordinates.
- Compilation of the Unit Annual Budget and Ombudsplan (Annual Activity Plan).
- Compilation of the Institutional Annual Budget between July and September each financial year.
- Ensure that the "Financial Statement of the preceding year" is produced on the first Friday of January unless it is the second day after 01 of January.
- Ensure that the preceding year Financial Statement is submitted to the Office of the Auditor General before the 15 of January,

- Ensure that monthly expenditure and bank reconciliation report is produced every 01 day of the month for the preceding month.
- Ensure that all expenditure request, claims or invoices do “strictly comply” with the procurement and audit requirements.
- Ensure that all expenditure are counter-sighted, endorsed or approved by Secretary, Counsel, Ombudsmen and Chief Ombudsman. The Chief Ombudsman delegations are only restricted to Secretary, Counsel, Ombudsmen and Manager Finance.
- Ensure that acquittals and accompanying reports are done by all Officers in the service of the Commission, whether casual or contract, including MOC be submitted within seven (7) days for domestic travel and 14 days for international travels. Breaches shall result in name and shame in every monthly reports. Delays for two months shall result in recovery.
- Ensure credits with service providers are recorded and are signed off by Director.
- Ensure petty cash floats, their usages records are provided to Director every first business of month.
- Ensure that the Commission’s “Asset Record” with acquisition (if any) is kept up to date on a daily basis.
- Ensure the Unit’s attendance timesheets through the Director to the Human Resources are provided on fortnightly basis for purpose of calculating man-hour loss.

#### **4. MAJOR DUTIES**

- Supervise staffs and activities within the Finance unit, including monitoring work performance against Ombudsplan targets and providing regular feedback to the staff.
- Provide the estimated Annual Budget to the Commission and related documents to the MoC for consideration and endorsement.
- Maintain the Commission's financial management system, ensuring that all accounting processes are completed in an accurate and timely manner.
- Prepare regular financial reports, including monthly financial reports and disseminate to the management for purposes of monthly planning.
- Prepare the Annual Financial Statement of the Commission and present to the Auditor General’s Office for their routine audit.
- Monitor expenditure against budget allocations.
- Authorize payment of accounts.
- Maintain contemporary understanding of Ombudsman offices, operations and services, both nationally and internationally.
- Ensure sufficient cashflow of the Operating and Imprest accounts before commitments are taken.
- Ensure annual Financial Statements are prepared and compiled by end of March annually and submitted to Auditor General’s Office in preparation of audit in Quarter two (2) of each year.
- Ensure proper records of Assets and timely update of acquisitions and disposals of assets in the Asset Management System of the Commission.
- Undertake Bank Reconciliation Approval Officer task under IFMS, by approving the bank reconciliations undertaken by the Bank Reconciliation Officer.
- Undertake Financial Delegate task under IFMS.
- Undertake Financial Reports under IFMS for General Reporting to MoC and Senior Management Team.
- Undertake Financial Reports under IFMS for End of Period Review Reports for the purpose of the Year-End Close of Accounts and for periodic reporting to management.

- Undertake GL Approving Officer task under the IFMS for Section 32 officer and or Approver of Journals.
- Undertake Execution-Agency task under the IFMS for the purpose of entering the monthly grants and budget allocation/CFC in preparation for claims to be processed.
- Provide acquittals and accompanying reports done by all Officers in the service of the Commission, whether casual or contract, including MOC submitted within seven (7) days for domestic travel and 14 days for international travels, to the Director.
- Assist the Director by contributing information for the write-up of the Commission's Annual Report and furnish same to the Executive Services Division before the second week of every month.

## **5. NATURE AND SCOPE**

The position reports to the Director Corporate Services on financial matters of the Commission and provides financial advice to the Commission through Director Corporate Services as and when required.

### **5.1 WORKING RELATIONSHIP**

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

- Executive Management, Members of the Commission.
- Divisional Directors, Managers, and Officers.

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

- Departments of Finance, Treasury, National Planning & Monitoring, National Procurement Commission & Auditor General's Office.
- Law & Justice Sector and its Agencies.
- Commercial Banks, and BPNG as and when required.

### **5.2 WORK ENVIRONMENT**

Perform its duties within the provisions of the *OC Financial Procedural Manual (OCFPM)*, *Public Finance Management Act (PFMA)*, *Public Finance Management Manual (PFMM)*, *National Procurement Act (NPA)* and the *Financial Instructions (FI)* issued by Department of Finance.

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

#### **(a) Qualifications**

- Bachelor's Degree in Accounting and Commerce. A Post Graduate in relevant field and CPA is desirable.

#### **(b) Knowledge**

- Has adequate knowledge in Financial Accounting and Management including the international accounting standards and practices.

- Has extensive knowledge on the Public Sector financial requirements specified under the *PFMA, PFMM, NPC and Financial Instructions by Department of Finance*, other *Acts of Parliament* relevant to financial management, and OC Financial Manual.

**(c) Skills**

- Has required and acceptable skills in the use of MS Office, particularly Word, Excel and PowerPoint.
- Possess skills in effective management of human capital within the unit including mentoring, coaching and skill training.
- Problem-solving and advice on appropriate contingency plans for the Commission.

**(d) Work Experience**

- More than 7 years of work experience in similar position or related fields.
- The position requires adequate experience in the use of the Integrated Financial Management System (IFMS), Chris21 Payroll System and Asset Management System.



RICHARD PAGEN  
**CHIEF OMBUDSMAN**

Date: 07/08/25



TABITHA SUWAE  
**OMBUDSMAN**

Date: 04/08/25



KEVIN KEPORE  
**ACTING OMBUDSMAN**

Date: 04/08/2025