



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

"Sustaining Our Future"

Private Mail Bag, **RABAUL**. East New Britain Province. Papua New Guinea | **phone** (675) 983 9144 | **fax** (675) 983 9166

FORM 2.3

JOB DESCRIPTION

		POS. NO: UNRE AC 005
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION' <i>BUDGETE OFFICER</i>	
OFFICE/AGENCY CHANCELERY	LOCAL DESIGNATION <i>Budget Officer</i>	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE	POS. NO.
BRANCH <i>Business & Finance</i>	IMMEDIATE SUPERVISOR	POS. NO.
SECTION <i>Bursary</i>	LOCATION <i>Vudal, ENB</i>	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC- Vudal/95	12/12/1995	New Establishment, newly created
SCMC –Vuda/00	10/06/2000	Re-structure/Re-organization
SCMC – UNRE/05	21/07/2005	Re-structure/Re-organization

1. PURPOSE

Assist the Accountant for the coordination, control and direction of the Budgeting activities of the University in an efficient and effective manner to identify and provide budgetary plans for the University to be consistent and within budgetary limits allocated by the Government.

2. ACCOUNTABILITIES

- Ensure Department Budget Expenditure is kept within initial budgetary framework.
- Ensure budgets for following year is prepared on time;
- Assist the Accountant and Manager-Finance to provide quarterly budget reviews for presentation to the Department of Treasure

3. MAJOR DUTIES

- Assist the Accountant to coordinate, control and direct the activities of the Accounting/Budget Section making sure that bills are paid, claims are cleared, cheques are processed, and all the financial obligations of the Departments are effectively carried out and develop sound budget procedures for the Department Estimates of Expenditure & Revenue.
- Ensure that (together with the (Financial Delegate) the Director-The Senior Management are kept up to date on the financial situation of the University.
- Ensure that proper Financial and Accounting control is maintained consistent with the Public Financial (Management) Act 1995;
- Coordinate and formulate Estimates of Revenue & Expenditure.
- Prepare financial reports and provide appropriate advice to the Accountant, Bursar and Senior Management.
- Coordinate and supervise the operations of the Accounts Section along with the Staff, expedite payment claims within the annual budget appropriation, coordinate the disbursement of Trust Accounts within their respective purpose and deeds;
- Evaluate the annual budget in accordance with Government policies and decisions.
- Liaise with Department of Finance and Treasury on matters relating to budgetary implications and attend Budget ceiling meetings to defend the budget.
- Maintain records of Cash Fund Certificates (CFC'S) and Secretary's advances in file.
- Attend to queries on budget matters over counter and telephone; and acquittals.

4. POSITION AND PERSON SPECIFICATIONS

a) QUALIFICATIONS

- Appropriate University Degree in Finance, Accounting or Commerce or equivalent

b) KNOWLEDGE

- Sound knowledge of Public Service Finance (Management) Act, Finance Regulations, Finance Instructions, Government Accounting System (PIGAS) and Government Budgetary Cycle.'
- UNRE Act & UNRE Statute

c) SKILLS

- Possess managerial, accounting skills in the government, private sector and supervisory skills in relation to budgets.
Must be computer literate (Word/Excel/Excess); and Numerical/Analytical.
- Public Relation skills
- In good health

d) WORK EXPERIENCE

- 3-5 years of working experience as an Accountant/Budget in Government or private sector.