



PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT
AUTHORITY



Form OD2.7

JOB DESCRIPTION

	SYS. POSN. NO <i>(3600000109)</i>	REF. NO: <i>(OCCD FIN 06)</i>
AGENCY: <i>Climate Change & Development Authority</i>	DESIGNATION/CLASSIFICATION: <i>Budget Officer Gr 12</i>	
DIVISION: <i>Corporate Services</i>	LOCAL DESIGNATION: <i>BUDGET OFFICER</i>	
BRANCH: <i>Finance</i>	Reporting To: <i>Accountant</i>	
SECTION: <i>Accounts</i>	LOCATION: <i>PORT MORESBY</i>	



JOB HISTORY

FILE NO.	DATE OF VARIATION	DETAILS
<i>511</i>	<i>04/07/2024</i>	<i>Updated</i>

1.0 PURPOSE

1.1 To coordinate the preparation of CCDA's annual budget estimates and proper appropriation in accordance with the CCDA's plans and objectives.

2.0 ACCOUNTABILITIES

- 2.1 Ensure CCDA's budget preparation and development is well coordinated.
- 2.2 Ensure CCDA's financial data is analysed to forecast future financial conditions and budget performance.
- 2.3 Ensuring that CCDA's annual and semi-annual budget is accurately estimated.
- 2.4 Ensure spendings stay within limits by providing on going monitoring of actual expenditures against the budget.

2.5 Ensure fiscal discipline and legal compliance in budgetary processes and financial management.

3.0 MAJOR DUTIES

3.1 Lead in coordinating the process of preparing CCDA's annual budget by coordinating with all the divisions to gather their respective financial plans in alignment with CCDA's goals and objectives. This involves analysing past spendings against the targets and devising new financial strategies within the given budget ceiling.

3.2 Work in collaboration with the Revenue Officer to conduct detailed financial analysis to forecast future revenues and expenditures. This includes analysing revenue trends, and other factors that may impact CCDA's financial position and using this information to make informed budgeting decisions.

3.3 Prepare and furnish quarterly budget reviews and other financial reports to the Department of Treasury and National Planning.

3.4 Regularly monitor actual spending against the budget, ensuring compliance with the budgetary constraints, and implementing necessary adjustments or corrections to prevent overspending.

3.5 Provide regular financial reports to CCDA management, highlighting budget performance, discrepancies, and areas that require attention. This ensures transparency and informed decision-making.

3.6 Identify opportunities for cost savings and recommend measures to improve financial efficiency and resource utilization across the CCDA.

3.7 Assist CCDA management in strategic planning by providing financial insights and analyses that inform long-term planning and resource allocation decisions.

3.8 Establish and maintain budgetary policies and procedures to standardize and streamline the budgeting process, ensuring consistency and compliance throughout CCDA.

3.9 Work closely with other finance officers to maintain records of fixed assets by registering and tagging for the purpose of demonstrating responsible auditing.

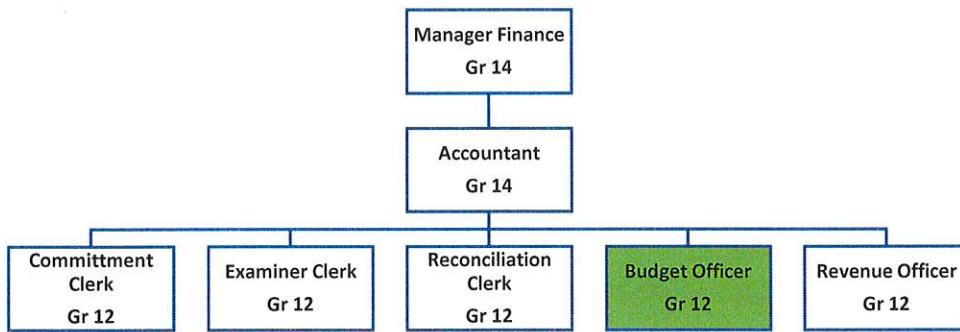
3.10 Work closely with other officers, stakeholders and relevant parties to capture respective budgets. This includes the Climate Change Secretariat, Minister's Office as well as other partner funded projects.

3.11 Work closely with other officers or the Executive Assistants to ensure that the travel budget is well accounted for and monitored. This includes tickets, meals and accommodations amongst other logistical items



4.0 REPORTING AND WORK RELATIONSHIP

4.1 Reports directly to the Accountant in all matters relating to the Agency’s Budget.



5.0 POSITION AND PERSON SPECIFICATIONS

Qualification

- 5.1 University Degree in Accounting and/or Business Administration.
- 5.2 CPA membership is desirable.

Experience

- 5.3 At least three (3) years’ experience in Cash Based Accounting/PGAS or other accounting system.

Knowledge

- 5.4 Knowledge of financial software, databases, and advanced Excel skills are important for managing budgets, forecasts, and financial analysis.
- 5.5 The PSMA, 1995 and its subsequent Financial Instructions.
- 5.6 GoPNG Budgetary Processes.
- 5.7 Able to understand and interpret financial statements, budget methodologies, and financial reporting standards.
- 5.8 Able to think strategically and analyse financial data to plan activities in line with CCDA’s goals and objectives.
- 5.9 The GoPNG PGAS and IFMS.
- 5.10 Ability to adapt to changing financial conditions, regulatory environments, and organizational needs.

Skills

- 5.11 Microsoft computer applications (Word/Excel/PowerPoint).
- 5.12 Able to analyse financial data to identify patterns, trends, and discrepancies.
- 5.13 Able to identify problems, evaluate alternatives, and implement solutions.
- 5.14 Strong verbal and written communication skills are necessary to articulate financial concepts and recommendations to the CCDA Management, negotiate



with funding authorities or donor, and prepare clear and concise reports. Able to write proposals and seek funding.

- 5.15 Effective public speaking and power-point presentation skills.
- 5.16 Able to analyse financial data and provide a report on a timely basis.
- 5.17 Working well with team members within CCDA, as well as cross-departmental or external partnership collaborations.
- 5.18 Able to maintain confidentiality, display integrity, and adhere to ethical standards in all financial practices.
- 5.19 Strong interpersonal skills to influence decision-making, manage conflicts, and lead cross-departmental collaborations.

