



**PAPUA NEW GUINEA PUBLIC SERVICE
CLIMATE CHANGE AND DEVELOPMENT
AUTHORITY**



Form OD2.7

JOB DESCRIPTION

	SYS. POSN. NO <i>3600000110</i>	REF. NO: <i>OCCD FIN 07</i>
AGENCY: <i>Climate Change & Development Authority</i>	DESIGNATION/CLASSIFICATION: <i>Revenue Officer Gr 12</i>	
DIVISION: <i>Corporate Services</i>	LOCAL DESIGNATION: <i>REVENUE 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 administer public revenue generated from climate levies as well as fees and charges.
- 1.2. To administer climate development support funds sourced from donors.
- 1.3. To maintain and report on the revenue expenditures.

2.0 ACCOUNTABILITIES

- 2.1 Ensure monies generated from regulated industries or from mandatory fees are well administered.
- 2.2 Ensure good governance is promoted in the management of revenue portions allocated to CCDA.
- 2.3 Ensure appropriate reports on revenue are prepared and made available on time.

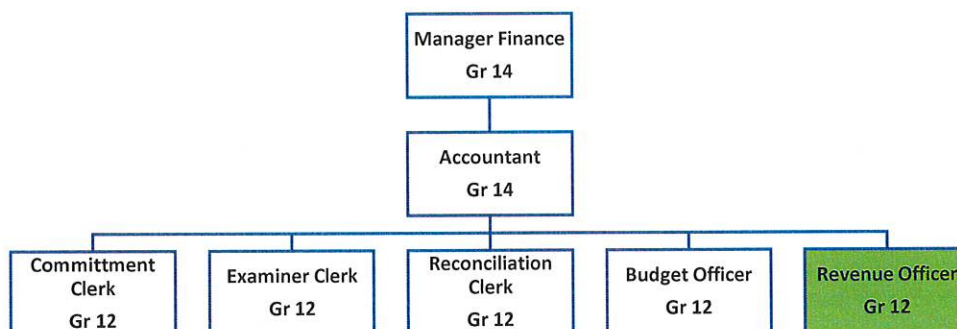
- 2.4 Ensure close consultations are made with stakeholders to establish relevant revenue sources.

3.0 MAJOR DUTIES

- 3.1. Work in close collaboration with the Manager for Finance and the Legal Counsel to create relevant trust accounts with the commercial banks to hold funds committed for addressing climate change issues and other operational projects.
- 3.2. Attain reports generated by the systems processing the Levies as well as Fees and Charges and analyse, interpret and make available regular revenue reports to the management, stakeholders and the reporting agencies.
- 3.3. Work closely with the Internal Revenue Committee to carry out consultations with the relevant authorities to establish arrangements (collection points) where revenue from climate fees and charges as well as levies can be generated from. Such arrangements include the usage of the PNG Customs Asycuda System to collect levies.
- 3.4. Prepare proposals to relevant development partners or authorities to seek funding to support in the preparation of revenue activities.
- 3.5. Work in close collaboration with line managers in Corporate Services division to seek funding support to assist in office infrastructure such as the ICT system and capacity building programmes.
- 3.6. Regularly consult the Department of Finance to release specified funding allocations from the climate consolidated account to the trust accounts of activities specified in the Special Budgetary Committee Submission.
- 3.7. Work in close collaboration with the Budget Officer and other Finance Officers to audit revenue spendings, revenue systems and recommend necessary strategies to eliminate wastage and financial risks such as fraud and misappropriations.
- 3.8. Analyse revenue trends during the financial year and prepare a year-end report to the CCDA Management, the Stakeholders and the reporting Authorities on the spendings against CCDA priorities as well as providing a clear projection of the next financial year.
- 3.9. Work in close collaboration with the Accountant to ensure CCDA's Fixed Assets are managed effectively. This includes the procurement processes, maintenance and disposals of assets.
- 3.10. Maintain close contacts with the service providers such as the fuel suppliers, vehicle maintenance providers, office equipment suppliers and others to ensure credits are not misused and CCDA gets value for money spent.

4.0 REPORTING AND WORK RELATIONSHIP

- 4.1 Work closely with the Accountant and report directly to the Manager - Finance in all matters relating to the CCDA's Revenue.



5.0 POSITION AND PERSON SPECIFICATIONS

Qualification

- 5.1 University Degree in Accounting or Finance Management.
- 5.2 CPA membership is desirable.

Experience

- 5.3 At least three (3) years' experience in Cash Based Accounting/PAS.
- 5.4 Familiarity with IFMS is an advantage.

Knowledge

- 5.5 Understand the requirements of the Public Finance management Act, 1995 and its subsequent Financial Instructions.
- 5.6 Knowledge of Enforcement Procedures: Understanding the legal processes and administrative actions available for enforcing levy collection.
- 5.7 Knowledge of the Carbon Market Regulations.
- 5.8 Understand the requirements of the Climate Change Management Act, 2023.
- 5.9 Knowledge on the National Government Budgetary processes.

Skills

- 5.10 Well-developed computer skills, particularly with Microsoft Office software (e.g. MS Word, MS Excel)
- 5.11 Excellent banking and financial report formulation skills.
- 5.12 Effective verbal and written communication abilities to clearly explain levy requirements, procedures, and decisions to any interested parties. This includes drafting legal notices, correspondence, and reports.
- 5.13 Possess capacity to engage with the public and other stakeholders in a professional and courteous manner, even in potentially confrontational situations.
- 5.14 Demonstrate adherence to high ethical standards and transparency in all actions to maintain public trust and ensure fair treatment of all parties. This is crucial given the authority to impose and collect levies.
- 5.15 Familiarity with the specialized software and systems used for tracking, assessing, and collecting levies, fees and charges.



- 5.16 Able to understand and analyze financial records, statements, and transactions to accurately assess compliance and identify discrepancies.
- 5.17 Precision in reviewing financial documents, calculating levies owed, and ensuring that all relevant information is accurately recorded to minimize errors and ensure compliance with legal standards.
- 5.18 Proficiency in negotiating payment plans and resolving disputes with regulated industries. This requires tact, patience, and the ability to find mutually acceptable solutions while ensuring compliance with legal obligations.
- 5.19 Able to analyze complex information, identify issues, and develop logical solutions to challenges related to levy collection.
- 5.20 Efficiently managing workloads, prioritizing tasks, and meeting deadlines are essential, especially during peak collection periods or when dealing with complex cases.

