

Job Summary: Manager - Finance, Budget and Asset Management.

Agency: Western Province Administration	Salary Grade: 16
Reporting to: Deputy Provincial Administrator, Corporate Services	Location: Daru
Position Number: 0710000037	Designation: WPFIN. 01

POSITION PURPOSE:

This position leads and oversees all resources and administrative functions of the Finance, Budget and Asset Management (FBAM) Division to ensure effective and efficient management of all Western Provincial Administration (WPA) FBAM responsibilities across sectors, districts and at all organisational levels in accordance with PNG legislation

The position drives revenue generation and optimisation strategies, including royalties from resource projects and provincial taxes and grants to support WPA's financial sustainability and oversees critical reporting functions to ensure transparency, accountability, and informed decision-making, aligning with PNG's subnational governance framework.

The role also provides support to the Deputy Provincial Administrator, Corporate Services, and has a significant advisory role to the Provincial Administrator, other Deputy Provincial Administrators and Divisional Managers in the provincial administration, the districts and Local Level Governments (LLGs) on all facets of provincial and district FBAM priorities and activities.

PRINCIPLE ACCOUNTABILITIES

1. Manage and motivate the division team including initiating appropriate hiring, training and performance evaluations to foster a high performing, productive and collaborative work environment;
2. Oversee provincial financial, budgeting and asset management administration functions that initiate and improve the financial activities of the WPA including the preparation and submission of budget review reports, management reports and bank reconciliations;
3. Lead the WPA wide processes that ensure accurate and applicable compilation of, and expenditure control measures for, provincial and district budgets;
4. Ensure WPA development programs, as identified in the provincial and district development plans, are adequately funded basing on the provincial revenue with effective management of procurement and cash flow;
5. Arrange needs identification and delivery of appropriate and value-for-money financial management workshops and other training modalities for the sectors, districts and LLGs;
6. Supervise team members to ensure their effective communication and coordination with Finance officers in other divisions, districts and provincial treasury and other relevant government departments particularly as WPA continues to implement digital platforms;
7. Ensure the requirements of all legislation pertinent to the Division are complied with including but not limited to the Organic Law on Provincial Governments and Local-Level Governments, the Public Services Management Act, the Public Service Code of Ethics and the Public Finances Management Act; and
8. Actively contribute to all corporate requirements including planning, reporting, GESI and Human Resources Management activities where required.

SELECTION CRITERIA

QUALIFICATIONS: A Bachelors Degree in Business Administration, Public Administration, Development Administration, Financial Management, Accounting, Commerce or a related field recognized by PNG's Department of Personnel Management. A Masters Degree in a relevant field is preferred and can be an advantage.

KNOWLEDGE

- Superior knowledge in financial planning, expenditure trend analysis, internal revenue collection strategies (e.g., royalties, taxes, grants), bank reconciliation and the PNG government budgeting practices;
- Sound knowledge of the functions of national, provincial and local-level government functions including PNG's decentralization framework and subnational reforms;
- Working knowledge of PNG public policy formulation, provincial budget processes, project cycles, infrastructure development, donor funding mechanisms and LLG bookkeeping procedures;
- Significant understanding of the relevance, practices, benefits and reporting capabilities of Financial Management Information and Systems; and
- Understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act and the Local Government Administration Act and the Public Finances Management Act and relevant Public Service General Orders and Policies.

EXPERIENCE

- At least five (5) years management-level experience in the fields of finance, budgeting, asset management and revenue management in a national/ provincial administration or a deemed equivalent corporate role;
- Superior experience in PNGs provincial government socio-economic and fiscal directives, public policy formulation and implementation in a subnational context;
- Proven work experience in preparing and submitting statutory financial reports, including quarterly budget reviews, monthly management reports, and bank reconciliations; and
- Demonstrated ability to build and maintain a high-performing team.

SKILLS:

- Demonstrated effective managerial, leadership and change management abilities;
- Strong public relations, public speaking, presentation, and written communication skills for engaging with diverse stakeholders including LLGs;
- Analytical approach in problem solving / decision making to address financial challenges in a resource-constrained environment;
- Proficiency to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a high degree of professionalism and commitment to supporting the operational and corporate environment of the WPA.