INDEPENDENT COMMISSION AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** 38	**POS. NO:** FRA001
OFFICE: OPERATIONS	**DESIGNATION/CLASSIFICATION:** TEAM LEADER – FORENSIC ACCOUNTING AND FINANCIAL CRIME - GRADE 11	
DIVISION: INTELLIGENCE, INVESTIGATION AND ASSESSMENT	**LOCAL DESIGNATION:** TEAM LEADER – FORENSIC ACCOUNTING AND FINANCIAL CRIME	
BRANCH: INVESTIGATION 1	**REPORTING TO:** DIRECTOR INVESTIGATION 1 **ORG. POS. NO:** 42 **POS. NO:** INB001	
SECTION:	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ICAC035	*Commission Approval Date*	*Revised*

2. JOB CONTEXT

The Independent Commission Against Corruption (ICAC) is established by Part VIII Division 3 of the Constitution and the *Organic Law on the Independent Commission Against Corruption 2020* (OLICAC). The purposes of the ICAC are to contribute, in cooperation with other agencies, to preventing, reducing, and combating corrupt conduct.

The Investigation and Intelligence Division is within the portfolio of the Deputy Commissioner Operations. The Division is responsible for handling complaints of corruption received by the ICAC and undertaking intelligence and investigative activities relevant to the mandate of the ICAC.

High quality and timely investigations into allegations of corrupt conduct will be critical to the operational success of the ICAC and to foster a positive reputation and public trust.

3. JOB OVERVIEW

The Operations Division actively contributes to the prevention, detection and exposure of corruption through complaint assessment, intelligence gathering and investigations into allegations of corrupt conduct. The Division incorporates multi-disciplinary capabilities including investigations, intelligence, forensic accounting and digital forensic services.

The Team Leader – Forensic Accounting and Financial Crime provides strategic and operational leadership for the forensic accounting function of the Commission. The position leads complex financial crime investigations, supervises forensic accounting personnel, provides specialist financial analysis and evidentiary support, and ensures that forensic accounting services are delivered to the highest professional and ethical standards.

The Team Leader works closely with investigators, intelligence analysts, legal officers and external agencies to identify, trace, analyze and report on financial transactions and assets relevant to corruption, fraud, money laundering, illicit enrichment and other financial crime matters within the jurisdiction of the ICAC.

4. KEY RESPONSIBILITIES

- Lead and manage the forensic accounting and financial crime function within the Investigations Branch.
- Supervise, mentor, coach and develop forensic accounting staff to ensure high standards of professional performance and continuous capability development.
- Allocate work, monitor workloads and ensure timely completion of forensic accounting tasks and investigation support activities.
- Plan, coordinate and undertake complex forensic accounting examinations and financial crime investigations.
- Identify, analyze and interpret complex financial transactions, records, corporate structures and asset holdings.
- Assist investigation teams in developing financial investigation strategies and operational plans.
- Provide specialist advice and recommendations to investigators, intelligence officers and Commission executives on financial crime matters.
- Prepare forensic accounting reports, financial analysis reports, affidavits and expert evidence suitable for court proceedings and disciplinary processes.
- Provide expert testimony or evidence on financial analysis in court of law

- Conduct tracing and reconstruction of financial transactions to identify potential corrupt conduct, fraud, unexplained wealth, money laundering and related offences.
- Oversee the collection, analysis and management of financial evidence in accordance with legislation, policies and professional standards.
- Participate in operational activities, including execution of search warrants and other coercive powers where authorized.
- Liaise with banks, financial institutions, regulators, law enforcement agencies and other stakeholders to obtain information and evidence.
- Ensure forensic accounting investigations comply with relevant legislation, investigative standards, evidentiary requirements and applicable professional standards, including APES 215 Forensic Accounting Services.
- Monitor emerging trends, risks and methodologies relating to corruption, fraud and financial crime.
- Contribute to strategic intelligence products and corruption prevention initiatives by identifying systemic risks and vulnerabilities.
- Organising training programs and upskilling the Forensic Accountants
- Maintain accurate records and ensure all forensic accounting information is securely managed in accordance with Commission policies and procedures.
- Contribute to the development and continuous improvement of forensic accounting methodologies, policies, procedures and systems.
- Prepare reports, briefs, submissions and presentations for senior management and external stakeholders as required.
- Represent the Commission in meetings, taskforces, working groups and inter-agency forums relating to financial crime and forensic accounting matters.
- Carry out other duties as required by the Commission.

5. KNOWLEDGE

- Knowledge of the criminal law, the rules of evidence and criminal procedures, and understanding of the machinery of government and public sector organizational systems in Papua New Guinea.

- Knowledge of the PNG *Constitution,* Public Service (Management) Act, Public Finance (Management) Act and operational guidelines, Public Service General Orders (PSGO), Governments Development Goals and Objectives, *the Organic Law on Independent Commission Against Corruption*, and functional roles and responsibilities of the ICAC.

6. SKILLS

- Advanced forensic accounting and financial analysis skills.
- Strong leadership, supervision and team management capability.
- High-level analytical and problem-solving skills.
- Ability to identify and evaluate financial crime risks and investigative opportunities.
- Advanced report-writing skills, including preparation of expert reports and affidavits.
- Excellent communication, negotiation and stakeholder engagement skills.

- Strong planning, coordination and organizational abilities.
- Ability to manage multiple priorities and meet critical deadlines.
- Ability to interpret and apply legislation, policies and professional standards.
- Demonstrated capability to lead complex investigations and projects.
- Sound judgement, decision-making and risk management skills.
- High level of integrity and professionalism.
- Ability to handle sensitive and confidential information appropriately.
- Proficiency in coaching, mentoring and developing staff.

7. EDUCATIONAL QUALIFICATIONS

- Bachelor's Degree in Accounting or Commerce (Accounting Major).
- CPA PNG membership and Registration with the Accountant Registration Board.
- Postgraduate qualifications in Forensic Accounting, Certified Fraud Examiner (CFE) credentials will be an advantage.

8. WORK EXPERIENCE

- Minimum seven (7) years demonstrated experience in forensic accounting, auditing, financial investigations, fraud investigations or a related field.
- Minimum three (3) years' experience in a leadership or supervisory role.
- Demonstrated experience leading complex investigations involving financial analysis, asset tracing, fraud, corruption or other financial crime matters.
- Experience in providing expert opinions in court or assisting the court of law in financial crime matters
- Experience working with multidisciplinary investigation teams and external law enforcement or regulatory agencies.

9. OTHER ESSENTIAL ATTRIBUTES

- Demonstrated commitment to honesty and integrity in service to the public interest.
- Adherence to strict confidentiality requirements and to information protection and security procedures.
- Strong commitment to the Commission's goals, objectives, and Code of Conduct.