



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Home Affairs

**DIVISION/SECTION:** Corporate Services Finance Unit

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 293 - 00009

**POSITION TITLE:** Financial Controller

**POSITION LEVEL:** L12/13

**THIS POSITION REPORTS TO:**

*Permanent Secretary and Under Secretary*

**THIS POSITION SUPERVISES:**

Principal Accountant

Senior Accountant

Assistant Accountant

**Liaison with:**

- Executive Management of MHA
- MOFT
- MPS
- MDPAC
- Donors at executive level

### SECTION B - SCOPE OF DUTIES

The Ministry of *Home Affairs* is mandated to create and provide a conducive home for Solomon Islands citizens by ensuring efficient and effective services for an optimum socio economic wellbeing for our people. Therefore, your socio economic wellbeing is our commitment.

The purpose of the Financial Controller's position is to enable the MHA to provide the full extent of the articulated financial services across the whole Sector. The FC will be a member of the Senior Management Team (SMT) and it is expected that the incumbent will provide the critical strategic Finance advice and represent the MHA in a variety of forums where Finance Personals and corporate service Finance is being discussed.

The Division of Corporate Services supports the Ministry of Home Affairs to do this by ensuring that Financial management of the Ministry is compliant to all legislation, Budget planning and preparation an inclusive process over sighted by BIC, Support Divisions within the Ministry to execute their budget in accordance with SIG requirements, Rigorous monitoring and review of procurement and payment processes as a means of preventing mismanagement, corruption and fraudulent activity and Support management to lobby SIG for increases in necessary resources (recurrent and development) to ensure improvement and sustainability of the Ministry.

## SECTION C - KEY DUTIES

This position is required to undertake the following duties:

### **1. Enhance credible financial resources management in MHA.**

- i. Develop financial plans and budgets that integrate with the corporate and annual work plan.
- ii. Make necessary budget consultation with relevant stakeholders MPS, MNPAC & MOFT
- iii. Report to BIC on budget progress.
- iv. Ensure HODs prepare quality and timely budget bids
- v. Attend PAC hearing
- vi. Ensure procuring of goods, services and work meets the six principal stipulated in the PFM Act, FIs and Procurement and Contract Manual
- vii. Annual financial report is conducted and produced on time (2020).
- viii. Prepare supplementary for MHA if any
- ix. Prepare Departmental & advance warrant for MHA if any
- x. Prepare weekly accounts task update to DSC

### **2. Improve ethical leadership & governance in Ministry's Financial Administration.**

- i. Develop procurement policy and procedures to ensure MHA procurement system is complied with all relevant financial management regulations.
- ii. Develop Imprest & Grants operational procedures that in line with PFM Act & FIs
- iii. Leads the accounts team to Conduct Training for all staff on procurement, Imprest & Grants procedures and process.
- iv. Develop Assets record management of Policy and procedures
- v. Develop Assets record management Plan.
- vi. Determine the Project Plan for Asset record. iii. Develop TOR for the Asset record management system,
- vii. Execute the TOR into activity schedules.
- viii. Deliver the Asset Records Management system.

### **3. Develop a Supplementary Record Management/Filing System for Accounts (FAU).**

- i. Develop procedure on Financial record management and filing system
- ii. Conduct training to accounts staff on the filing

### **4. FINANCIAL MANAGEMENT & BUDGETS**

Coordinate and consolidate the budget process and facilitate implementation

- Oversight the Budget process in consultation with MOFT, MPS, MDPAC and PAC.
- Manage the Budget template together with "cash flow management" by monitoring and controlling expenditures and revenue across the sector.
- Oversight the audit of the payroll/Establishment and budget on a monthly basis (or should it be audit?)

## SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

- Budget Plans developed congruently with Annual Work Plan and Annual Procurement plan.
- BIC appointed.

- Stakeholders consulted.
- Report on Budget progress delivered to PS & BIC
- HODs prepared and delivered quality and timely budget
- PAC members scrutinise MHA Budget
- Procurement of goods and services complied with Financial Management legislations and regulations
- Quarterly financial reports delivered (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>)
- Annual Financial Report 2020 delivered on time
- Supplementary/Annual budget submitted to MoFT (Budget Unit) before due date.
- Departmental & Advance warrant submitted to Budget Unit (MoFT) within expected period.
- Weekly Accounts tasks/report/updates delivered to DSC (weekly)
- Tools and Standard Operating procedures developed, printed and used.
- ARM Plan developed with its Project Plan produced.
- TOR developed and successfully executed.
- Asset records system realized.
- Well profiled and governed asset record management system in MHA
- Financial Record and filing system established.
- Training delivered to staff at FAU.

## SECTION E – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications

- Bachelor of Commerce – major in Accounting and Finance,
- Diploma in Accounting Finance with 8 to 10 years of work experiences in public sector.

### Capabilities Required

GENERIC SKILLS	TECHNICAL SKILLS	SKILLS FOR MOVING FORWARD
Problem Solving—decision making  Communication—oral and written  Team work and delegation	Financial & Accounting Competencies  Budget Formulation and implementation  Learning and Development skills  Management Skills  Advanced Reporting  Risk Analysis/Management  Planning Skills—advanced  Analytical Skills	Strategic Financial Planning and Management

Financial Management			
<b>Software</b>	B	I	A
MS Word		*	
Excel			*
Data Base			*
MYOB			*
Publisher		*	

## SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

**KSC1.** Proven experience in leading a multi-disciplined team working across the whole Sector including the ability to motivate and enhance the performance of individuals and teams to meet ministry's objectives.

**KSC2.** A proven understanding of working in a policy environment to deliver against expected outcomes

**KSC3.** Strong experience in financial management & Budget

**KSC4.** Strong experience in Financial Administration

**KSC5.** Proven experience in working as an effective member of an EMT providing strategic advice in the areas of Financial Management and Budget and organisational development

**KSC6.** Ability to work in a high-pressure environment with proven skills in withstanding political and other pressures.

**KSC7.** Demonstrated high-level communication and interpersonal skills including the ability to prepare written reports and submissions and the ability to effectively communicate and negotiate with both internal and external stakeholders

**KSC8.** Well-developed planning skills with the ability to develop Unit plans setting medium term priorities while monitoring and reporting against agreed KPIs

**KSC9.** Ability to manage & sustain cross-agency and intergovernmental relationships in a demanding context with sound decision-making skills

**KSC10.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,210.61 - \$3,315.75 Annual Salary: \$83,475.79 - \$86,209.38

Annual Leave entitlement: *28 leave days annually*

Other Conditions of Service relevant to this position:

- *Housing Allowance 10% of basic salary*

**SECTION H - APPROVAL** *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
**Permanent Secretary/Responsible Officer**

.....  
**Date Approved**

*Additional Comments:*