



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Assistant Accountant

MINISTRY/OFFICE: Finance and Treasury

DIVISION: Treasury

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-00130 **MINISTRY VACANCY NUMBER:**

POSITION LEVEL: L5/6 **SALARY RANGE:** \$32,969.90 – \$47,805.20

THIS POSITION REPORTS TO: Manager - Imprest

POSITIONS SUPERVISED: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the Public Service.

The Section of Imprest in the Treasury Division is to execute financial management strategies and operations in order to achieve Government's overall policy objectives, within the existing legal framework and constraints of the budget, and in an accountable, transparent and ethical manner.

This position will contribute maintenance of SIG financial framework of Imprest received from all SIG Financial transaction. Also, to work with advisors on understanding the general concepts and application of maintaining SIG accounts and financial statements.

This role plays a key role to support the provision of Financial Management services within the Ministry by providing administrative support for provision imprest processing

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. To ensure effective and efficient service support on matter regarding imprest are adhered to the Solomon Islands Laws, Accounting Standards, Financial Instructions and General Orders that which falls under its provision
2. To assist and liaise as necessary in the management of imprest receipts, application of sourced documents is complete with the approval of relevant stakeholder that which stipulates under the accepted imprest processes

3. To provide assistance to internal and external stakeholders from relevant Authorities on related imprest matters
4. Work closely with line ministries on financial management issues to ensure proper compliance is consistent with the existing chart of accounts and the implementation of improvements to imprest systems, policies and practices, including updating operational and procedural manuals
5. Undertake any other duties as reasonably required or directed by the responsible officer or Supervisor
6. 100% attendance and compliance with Code of Conduct

SECTION D - KEY DELIVERABLES

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

1. Quantity of actioned imprests daily
2. Quantity of imprests received daily
3. Quantity of Registered Imprests daily
4. Quantity of queries imprests facilitated
5. Quality and quantity of training conducted or part of the training
6. Record of enquiries done to ministries that are in line with reporting or accounting codes
7. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Accounting and Business Finance

Desirable Qualifications

- Diploma or higher level in Accounting or Finance, Business

Capabilities Required

- Good Analytical skills, Communication Skills, records management, Good Computer literacy knowledge and innovative.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1 Have in depth knowledge or understanding of the Solomon Island Government Laws, Accounting Standards, Financial Instructions and General Order

- KSC2 Demonstrate the ability to work in a team environment within the unit to ensure that financial operation is ongoing and non-delay of imprests payments to Ministries' programs
- KSC3 Demonstrate the ability to ensure that records are managed and updated in a timely manner for the purpose of auditing
- KSC4 Good written and verbal communication skills, including the ability to engage effectively with staff and stakeholders at all levels.
- KSC5 Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,268.07 - \$1,838.66

Annual Salary: \$32,969.90 - \$47,805.20

Annual Leave entitlement: As per public service policy

Other Conditions of Service relevant to this position:

- Housing Allowance or access to the Public Service Rental Scheme
- Other standard leave entitlements outlined in the General Orders for SIG Public Servants

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

18/9

 Date Approved

Additional Comments: Approve