



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Accounting Assistant

**MINISTRY/OFFICE:** Finance and Treasury

**DIVISION:** Treasury

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00129 **MINISTRY VACANCY NUMBER:**

**POSITION LEVEL:** L4/5 **SALARY RANGE:** \$26,190.89 - \$38,541.54

**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 support service 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 for retirement and provide feedback to line ministries or agencies as required.

3. To provide customer service to internal and external stakeholders from relevant Authorities on related imprest matters
4. To manage records and documents are properly filed and stored according to the relevant SIG Accounting laws and regulations
5. Undertake any other duties as 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. Imprest are compliant with relevant instructions
2. Provide timely feedback to line Ministries/Agencies
3. Provide information to stakeholder and attending queries
4. Filing of Imprest documents are updated
5. Complete task assigned as required
7. 100% attendance and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- More than 5 years of experience Accounting or Finance, Business or related field of study

### **Desirable Qualifications**

- Diploma or higher Accounting and Business Finance or Administration

### **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 Good written and verbal communication skills, including the ability to engage effectively with staff and stakeholders at all levels.
- KSC4 Demonstrate the ability to ensure that records are managed and updated in a timely manner for the purpose of auditing
- 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:**

- *A Housing Allowance or access to the Public Service Rental Scheme*
- *B 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**

18/5  
 .....  
**Date Approved**

*Additional Comments:*

*Approved*