



## 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):** 273-00116

**MINISTRY VACANCY NUMBER:**

**POSITION LEVEL:** L5/6

**SALARY RANGE:** \$32,969.90 - \$47,805.20

**THIS POSITION REPORTS TO:** Manager - Payroll

**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 Payroll within the Treasury Division supports the Ministry of Finance and Treasury to do this by executing 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 accountable, transparent and ethical manner.

This position will contribute to timely and accurate processing and payment of salaries in-line with SIG Laws as well as relevant regulations.

This role plays a key role in the data entry of payroll transaction each week.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. To ensure there is proper compliance and thorough checking salary authority form for new appointments that is in line with– Financial Instruction, Payroll Process and the PFM Act 2013
2. To ensure thorough checking of changes to employee details and process where it is necessary and meeting compliance requirements.
3. To diligently check and process allowances, advances and deductions that meet relevant requirements and regulations.
4. Work closely with line ministries on ensuring queried SA forms have been communicated and informed to responsible officers.

5. To assist in ensuring the payroll funding for both payrolls are approved within the given deadline for processing.
6. Undertake any other duties as reasonably required or directed by the responsible officer or Supervisor
7. 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. Number of SA forms for newly appointed officers.
2. Number of updated details of required public officers
3. Records of allowances, advances and deduction done daily, weekly or monthly.
4. Records of Payroll funding's are filed properly
5. Record of enquiries done to ministries that are in line with reporting or accounting codes
6. 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

### **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 Demonstrate the ability to that all submitting source documents met the requirement and SIG financial process and regulations
- KSC2 Be proactive and be initiative to address changes in the payroll
- KSC3 Have sound knowledge on the requirements as stipulated in the payroll processes
- KSC4 Ability to Demonstrate the commitment in meeting deadlines to meet measures in place

KSC5 Good communication skills and customer orientated.

KSC6 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 - \$1,836.66

**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:*

Agree