



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Assistant Accountant

MINISTRY/OFFICE: Finance and Treasury

DIVISION: Treasury

DUTY STATION: Hon

POSITION NUMBER (HRMIS): 273-10048

MINISTRY VACANCY NUMBER:

POSITION LEVEL: L6/7

SALARY RANGE: \$40,148.34 - \$54,201.70

THIS POSITION REPORTS TO: Manager – Financial Reporting

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 Financial Management Support Services 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 accountable, transparent and ethical manner.

This position will contribute to review and maintenance of SIG financial framework reporting, including maintenance and providing reports to line ministries. 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 in providing reports and reconciliation on SIG and donor accounts on a timely manner.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. To ensure there is proper reporting done on statutory accounts according to accounting policies and practises and on timely manner: monthly, quarterly and annually productions
2. To assist in revising the chart of accounts and assist in the development of and implementation of financial management reporting systems.

3. To assist in the report and reconciliation of bank, and budget summary of accounts for ministries and other stake holders for SIG financial reporting
4. Work closely with line ministries on financial management issues to ensure proper compliance is consistent with the existing chart of accounts.
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. Quality and quantity of reports produce monthly, quarterly and annually.
2. Quantity of reconciliations of Solomon Islands Government Accounts
3. Quality and quantity of report and budget summary to line Ministries
4. Record of enquiries done to ministries that are in line with reporting or accounting codes
5. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Tertiary qualifications in Accounting, Business, Finance, Commerce, or other related field of study

Desirable Qualifications

- Diploma or Degree in Accounting, Business and or Finance,

Capabilities Required

- Ability to undertake thorough reconciliation and reporting on designated accounting software.
- Demonstrated ability to work as part of an operational team, to achieve outcomes through effective and timely reporting.
- Sound leadership skills to motivate team to achieve desirable results.

SECTION F - KEY SELECTION CRITERIA

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

KSC1: Sound knowledge in the SIG financial framework and processes

KSC2: Sound knowledge in chart of accounts, reconciliation and reporting

KSC3: Sound knowledge in Microsoft Excel, Word and any known Accounting Software

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: \$1,544.17 - \$2,084.68

Annual Salary: \$40,148.34 - \$54,201.70

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

.....
Date Approved

Additional Comments:

Approve