



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Principal Accountant - FMSS

**MINISTRY/OFFICE:** Finance and Treasury

**DIVISION:** Treasury

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00101

**MINISTRY VACANCY NUMBER:**

**POSITION LEVEL:** 8/9

**SALARY RANGE:** \$54,414.22 - \$67,273.70

**THIS POSITION REPORTS TO:** Manager Reporting

**POSITIONS SUPERVISED:** Senior Accountant, Accounting Assistant

### 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 with the relevant Solomon Islands Laws and accounting standards, and practices including Financial instructions, General Orders and stores Regulations on timely manner: monthly, quarterly and annually productions

2. To assist in preparing cash report to MOFT Executive and uploading and updating the MOFT website
3. To assist in bank reconciliation and clearing of suspense accounts as required for financial statutory and management reports to requesting stakeholders both SIG and donor partners
4. Work closely with line ministries on financial management issues to ensure proper compliance is consistent with the existing chart of accounts and provide monthly reports
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 reports produce monthly, quarterly and annually
2. Quality and quantity reports submitted to executives and uploads done
3. Quality and quantity reconciliations and suspense records cleared
4. Record of enquiries done to ministries that are in line with reporting
5. 100% attendance and compliance with Code of Conduct

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

Mandatory Qualifications and or Experience

- At least five or more experience in Accounting or in relevant or similar background

Desirable Qualifications

- Degree in Business Finance, Accounting or Economics from any recognised Tertiary Institution Institutions

Capabilities Required

- Demonstrated ability to work as part of an operational team, motivating team performance and outcomes through effective and timely reporting
- Ability to undertake throughout reconciliation and reporting on designated accounting software

## **SECTION F - KEY SELECTION CRITERIA**

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

**KSC 1:** Sound Knowledge in the SIG financial framework and process

**KSC 2:** Sound Knowledge in chart of accounts, reconciliation and reporting

**KSC 3:** Sound knowledge in accounting software and is willing to learn

**KSC 4:** Good written and verbal communication skills, including the ability to engage effectively with staff and stakeholders at all levels

**KSC 5:** Outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,092.85 - \$2,587.45      Annual Salary: **\$54,414.22 - \$67,273.70**

Annual Leave entitlement: As per public services 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:*

*Approved*