



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Senior Accountant

MINISTRY/OFFICE: Finance and Treasury

DIVISION: Treasury

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-00140 **MINISTRY VACANCY NUMBER:**

POSITION LEVEL: L7/8 **SALARY RANGE:** \$48,063.39 - \$59,780.68

THIS POSITION REPORTS TO: Manager - Payments

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 Payments 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 maintenance of SIG financial framework in the records managements of 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 in the management of Financial Transaction on both SIG and donor payments and procured documents on a timely manner.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. To ensure payments are regularly managed in compliance checking and is according to the financial instructions, Code of Conduct and within internal control procedures.
2. To regularly check the compliance workflow and ensure all assigned task are carried out efficiently.
3. To be able to work to in a team environment to meet deadline and turnaround time.

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. Quantity of compliances daily committed
2. Quantity of invoices processed daily
3. Quality and quantity of checking done daily
4. Quality and quantity of returned queries processed.
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 or related field of study

Desirable Qualifications

- Degree in Accounting, Finance or Diploma in Business Finance with more than 5 years of experience

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 payments are in compliance with the relevant Solomon Islands Accounting Laws, the financial instructions and Code of conduct
- KSC2 Demonstrate the willingness to work in a team environment ensure the financial obligation to non-delay of payables by the Solomon Islands Government Ministries and donor to the various stakeholders

- KSC3 Demonstrate the ability to manage and communicate with line ministries to update on payments in a timely manner
- 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: \$1,848.59 - \$2,299.26

Annual Salary: \$48,063.39 - \$59,780.68

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:

