



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Rural Development

DIVISION/SECTION: Rural Development Division **DUTY STATION:** Constituency Office.

POSITION NUMBER (HRMIS): **MINISTRY VACANCY REF:** MRD 18/2024

POSITION TITLE: Constituency Accountant Officer.

POSITION LEVEL: L6/7 **SALARY RANGE:** \$41,352.79 to \$55,827.75 /Annum.

THIS POSITION REPORTS TO:

Constituency Development Officer.

THIS POSITION SUPERVISES:

Not Applicable.

SECTION B - SCOPE OF DUTIES

The Ministry of Rural Development is mandated to create an enabling environment towards economic prosperity in the creation and equitable distribution of wealth, job opportunities to all Solomon Islanders enhancing the potential of rural dweller to participate actively in the development process in promoting social and economic development of the country

The Constituency Office which this position is embedded in supports the Ministry of Rural Development by implementing priority policy areas of the government as mandated to the Ministry, in particular to support delivery of services to the people in the fifty constituencies of Solomon Islands.

This position will contribute to the corporate functions and objectives of this Ministry by assisting in the provision of financial management and support within the Constituencies and to supervise the processing and control of all source documents relating to transactions of a financial nature within the respective constituency.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- A. Assist the CDO and CPO with the formulation of constituency budget in line with the Annual Work Plan.

- B. Ensure all financial transaction are in compliance with accounting standards and practices including PFM Act, Financial Instructions, General Orders and Stores Regulations.
- C. Assist the Constituency Development Officer (CDO) and CPO to prepare Procurement plans and preparations of Payment Vouchers for authorization and delivery to Ministry of Rural Development.
- D. Effective management of all financial information of the constituency. Including budgeting, procurement, reporting and acquittal of all constituency funds in a timely manner.
- E. Responsible for collection and delivery of payments to and from Ministry and other stakeholders.
- F. Assist Constituency Development Officer and CPO on Procurement and logistics delivery.
- G. Any other duties as reasonably required or directed from time to time by Constituency Development Officer, Member of Parliament and Ministry of Rural Development.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Constituency budgets are formulated in line with the Constituency Annual Work plan in liaison with the Office of the Constituency Development Officer and Constituency Project Officer.
2. All financial transactions are in compliance with accounting standards and practices including PFM Act, Financial Instructions, General Orders and Stores Regulations.
3. Procurement plans and Payment Vouchers are prepared for authorization and delivery to Ministry of Rural Development in liaison with the Office of the Constituency Development Officer and Constituency Project Officer.
4. Effective management of all financial information of the constituency, Including budgeting, procurement, reporting and acquittal of all constituency funds in a timely manner.

5. Responsible for collection and delivery of payments to and from Ministry and other stakeholders.
6. Constituency Development Officer and Constituency Project Officer are assisted on Procurement and logistics delivery.
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Degree or Diploma in Financial Accounting and Business Management or

Desirable Qualifications

- A Certificate in Financial Accounting and Business Management with more than 10 years' work experience in same or related fields.

Capabilities Required

- General Knowledge, good understanding and appreciation of rural development needs and issues in Solomon Islands.
- Competent with ability to work in a team of socio-cultural backgrounds and to take up leadership role from time to time and is willing to work in the Constituency as their place of official duty.
- Strong Knowledge and experience of government administration and management processes, SIG Accounting Standards and practises including PFM Act, Financial Instructions, General Orders and Stores Regulations.
- High level of personal integrity and person skills.
- Computer literacy is compulsory and familiar with the use of Microsoft word/excel/power point presentation.
- Competent with excellent written and verbal communication skills.

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Minimum qualification of Diploma in Financial Accounting and Business Management or a qualification in similar or related fields.

KSC2. Minimum of 5 years works experience in Finance Accounting within the Government sector or at least 5 years' experience in related field with NGO's.

KSC3. Experience and knowledge in working with the SIG PSA/procurement Processes, budget formulation within SIG budget/planning timelines.

KSC4. Knowledge and understanding of SIG Accounting Standards and practises including PFM Act, Financial Instructions, General Orders and Stores Regulations.

KSC5. Commitment to carry out and support government policy implementation.

KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$1,590.49 to \$2,147.22 /fn.**

Annual Salary: **\$41,352.79 to \$55,827.75 /Annum.**

Annual Leave entitlement: 21days

Other Conditions of Service relevant to this position:

- *Housing Allowance of 10% of basic salary is applicable.*
- *Other conditions of service as outlined in the Agreement of Service upon appointment contained in the General Order (GO) and procurement and Public Financial Management (PFM) Act.*

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: