



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance and Treasury

**DIVISION/SECTION:** Inland Revenue Division – Processing and Data Capture Section

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00249, 273-00250, 273-10228, (plus 1 new)

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Accounts Officer (4)

**POSITION LEVEL:** L7/8                      **ANNUAL SALARY RANGE:** \$49,505.29 - \$61,574.10

**THIS POSITION REPORTS TO:** Team Leader, Accounts

**THIS POSITION SUPERVISES:** Nil

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget, and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing, and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximising the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

This position will contribute to the organisation functions and strategies by managing taxpayer accounts to ensure correct amounts of tax are due and paid, correct amounts of refunds are processed and that taxpayers are aware of their tax payment status.

## **SECTION C - KEY DUTIES**

**This position is required to undertake the following duties:**

1. Make payment adjustments in the IRD Revenue Management System including credit transfers and account adjustments.
2. Send out income tax assessments to taxpayers.
3. Process tax refunds.
4. Make adjustments for dishonoured cheques in the Revenue Management System and refer them to the IRD Debt Team.
5. Interpret and apply tax legislation by following business processes and policies.
6. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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

1. Quality and timely reporting of data.
2. All allocated work being completed within the set time frame.
3. Following business processes and policies correctly.
4. Accurately inputting information into the Revenue Management System.
5. Providing accurate and timely advice to taxpayers consistent with IRD business processes and policies.
6. Maintaining a high level of integrity through adherence to public service General Orders, Code of Conduct, and the Secrecy Provisions within the various tax acts.
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

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

### **Mandatory Qualifications:**

Diploma or Certificate in business, finance, or accounting.

### **Desirable Qualifications:**

A minimum of 12 months working experience.

### **Capabilities Required:**

1. Understanding of basic accounting terms and principles.
2. Knowledge of Government legislation relating to tax or the ability to rapidly acquire the knowledge.

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

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

**KSC1.** Competent in the use of MS Office programs including Word, Excel, and Outlook.

**KSC2.** High level of written and verbal communication skills.

**KSC3.** Ability to plan work, prioritise and manage multiple tasks.

**KSC4.** Able to analyse data and determine solution to problems or action to be taken.

**KSC5.** Ability to work effectively as a member of a team.

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

**KSC7.** Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.

**KSC8.** Demonstrate a commitment to gender equity in the workplace.

## **SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$1,904.05 - \$2,368.23      **Annual Salary:** \$49,505.29 - \$61,574.10

**Annual Leave entitlement:** 28 days

### **Other Conditions of Service relevant to this position:**

- 15% Housing allowance if house is NOT provided.
- 7.5% Superannuation.
- 22.5% Special duty allowance paid fortnightly.
- Annual leave fares and travel expenses.

**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**



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**Date Approved**

*Additional Comments:*

