



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): 273-00193, 273-00197, 273-10227, (plus 1 new)

MINISTRY VACANCY REF:

POSITION TITLE: Data Entry Officer

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

THIS POSITION REPORTS TO: Senior Accounts Officer

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.

The position of Data Entry Officer assists the Senior Accounts Officer by keying data from hard copies of documents (returns, forms etc) into IRD's processing and information systems (RMS). The role includes dealing with exceptions from E-Tax processing, preparing, and sorting documents for data entry, entering data and checking for processing errors. The position also provides supervision to the Registry Officers ensuring that correspondence, returns, and other forms are receipted and referred to the appropriate teams for data entry or action and then filed on completion.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1.** Ability to key quickly and accurately and follow operational procedures.
- KSC2.** Well organised approach to work and ability to meet tight deadlines.
- KSC3.** Sound customer service and communication skills.
- KSC4.** An understanding of IRD's processing and information systems or ability to quickly acquire.
- KSC5.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC6.** Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.
- KSC7.** 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.
- 7.5% Superannuation.
- 22.5% Special duty allowance paid fortnightly.
- Annual leave fares and travel expenses.