



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Education and Human Resource Development

DIVISION/SECTION: Accounts

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 272-00021

MINISTRY VACANCY REF: 17/2025

POSITION TITLE: Assistant Accountant

POSITION LEVEL: 5/6

SALARY RANGE: \$33,959.00-\$41,352.79

THIS POSITION REPORTS TO: Principal Accountant

THIS POSITION SUPERVISES: NA

SECTION B - SCOPE OF DUTIES

The Assistant Accountant is responsible for the day to day payment tasks with in the Finance Division under the supervision of the Principal Accountant and Chief Accountant.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

The Assistant Accountant has the following responsibilities working alongside the Principal Accountant:

Checking payment requisitions

- Ensure the correct budget code is used
- The payment attributes to an approved NEAP activity
- Ensure supporting documentation is accurate and complete
- Check budget/availability of funds
- Commit payments
- Submit payments to PS for endorsement/final approval

Raise payments

- Raise payment vouchers based on approved requisition
- Submit payments to CA/FC for endorsement/authorisation
- Follow up on payment compliance queries
- Follow-up with MoFT on progress of payments
- Maintain filing system of PR and PV

SECTION D - KEY DELIVERABLES

1. Raise payments efficiently
2. Payment raised are accurate and using the correct budget code

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma in Accounting, Business Studies or other relevant qualifications in Accounting & Business Finance

Desirable Qualifications

- Bachelor's Degree in Accounting, Business Studies or other relevant qualifications in Accounting & Business Finance

SECTION F - KEY SELECTION CRITERIA

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

KSC1: Experience: Three (2) years relevant experience, or One (1) year if has a bachelor degree.

KSC2. Knowledge: (a) Have the knowledge of the government financial system and instructions
(b) Have fair knowledge on school grant system retirements / replenishment.

KSC3. Skills and ability:

- (a) Ability to act in a manner consistent with articulated ministry's financial instruction and policy guidelines
- (b) Ability to judiciously allocate financial information and transformation to subordinates and end users in particular school grant and payments
- (c) Ability to work in a team environment and be able to travel extensively when required
- (d) Ability to plan and organize his/ her work
- (e) Ability to anticipate and respond to emerging situations especially with supplier's payments and of school grants or any issues arising in the finance division
- (f) Ability to view an issue from different vantage points

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,306.12-\$1,590.49

Annual Salary: **\$33,959.00-\$41,352.79**

Annual Leave entitlement: 21 days

Other Conditions of Service relevant to this position:

- Housing allowance of 20% of base salary
- NPF Contribution of 7.5% of basic salary

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