



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/OFFICE: Ministry of Education and Human Resource Management

DIVISION: Corporate Services / Finance

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 272-00455

MINISTRY VACANCY NUMBER:

POSITION TITLE: Manager, Finance

POSITION LEVEL: 12/13

SALARY RANGE \$89,421.35- \$97,556.32

THIS POSITION REPORTS TO: Deputy Secretary, Corporate Services

Subordinate Positions: Chief Accountant & compliance officer (3 x L10/11), Principal Accounts Officer HQ (5 x L8/9)

SECTION B - SCOPE OF DUTIES

The Finance Manager provides leadership and operational oversight of financial management within MEHRD, ensuring compliance with the Public Financial Management Act 2013, Financial Instructions, and SIG and donor policy and procedures.

The role focuses on maintaining financial controls, supporting budget implementation, and ensuring that payments, reporting, and transfers (including grants to schools, universities and Provincial Education Authorities) are carried out accurately and on time in accordance with the approved budget and Ministry Annual Work Plan.

The position ensures the Finance section liaises with the EP Support division regarding the facilitation of capacity building in financial management for EPs and schools.

On behalf of the Ministry of Education and Human Resources, the position liaises with the Ministry of Finance, Planning and Public Service, and with EPs, local and overseas Institutions, aid donors and other stakeholders on financial management.

SECTION C – KEY DUTIES

1. Actively manage financial operations including ensuring the accurate and timely payment of appropriately approved imprests, invoices and grants in accordance with SIG legislation, regulations and policy;
2. Monitor and report on financial performance and identify and address discrepancies to improve financial practices aimed at ensuring education funds are used efficiently, effectively and within SIG legislation and policy;
3. Ensure statutory, audit, compliance, reporting and other obligations are met

4. Develop and maintain appropriate policy and internal and external procedures, responsibilities, systems and workflows across finance functions as they relate to all divisions in MEHRD, other ministries, Education Providers and stakeholders
5. Direct and coordinate all enquiries within the directorate, ensuring that problems and queries are promptly attended to.
6. Monitor and report on the acquittal of grants;
7. Support preparation of the annual budget and assist divisions with budget management.
8. Report expenditure against budget to SMT and externally as required.
9. Prepare budget warrants and virements and liaise with the Ministry of Finance on their approval.
10. Prepare and submit monthly, quarterly and annual financial reports to the SMT and MOFT as required.
11. Apply financial controls in line with relevant Financial Instructions, policies and procedures.
12. Assist with audit processes and provide information to the Office of the Auditor General and external auditors as required including follow up on audit queries and outstanding issues.
13. Manage processing of school and university grants, and transfers to Provincial Education Authorities (PEAs).
14. Oversight management of acquittals and reporting from Provinces.
15. Support financial processing, recording and reporting for donor-funded programs.
16. Provide donor financial information to program teams and partners as required.
17. Supervise manage and develop the capacity of the staff of the Financial Management Section, including internal work flow, staff performance, discipline and work planning and budgeting to ensure that the work plan is delivered on time and within legislation and policy.
18. Foster a culture of integrity, accountability, teamwork and service delivery.

SECTION D - KEY DELIVERABLES

1. All payments made accurately, within timely standards and in accordance with SIG and development partner legislation and policy
2. Timely and accurate financial reporting to SMT, MOFT and other stakeholders
3. Compliance with the Public Financial Management Act 2013, SIG regulations and policy, and donor requirements
4. All internal planning prepared, monitored and reported on including staff performance
5. All queries responded to in a timely manner
6. Grant acquittals monitored, reported on and followed up
7. Advice provided to EP support Division and other stakeholders on capacity development needs of Education Providers / Schools.
8. Audit issues tracked and progressively resolved

SECTION E – QUALIFICATIONS AND CAPABILITIES

1. Masters in Management, Public Administration, Accounting or similar (desirable)
2. Bachelor degree in Accounting, Finance or related field (mandatory)

SECTION F – KEY SELECTION CRITERIA

EXPERIENCE

1. A minimum of 5 years experience in financial management, managing a range of financial functions, such as accounting, budgets, procurement, contract management and logistics, preferably in the public sector

2. Experience in successfully supervising a finance team and staff including in remote locations

KNOWLEDGE

1. Sound knowledge of Solomon Islands Government financial legislation and procedures, including the Public Financial Management Act and Financial Instructions.
2. Knowledge of government financial systems and processes, including general ledger, reconciliations, and preparation of routine financial reports.
3. Understanding of basic internal control frameworks and compliance requirements in the public sector.
4. Understanding of audit requirements and processes, including preparation of supporting documentation and responding to audit queries.
5. Understanding of public sector accountability and reporting requirements, including the need for transparency and proper use of public funds.
6. Understanding of donor-funded project financial requirements.
7. Understanding of the Education sector structure and financial management would be an advantage

SKILLS and ABILITY:

1. Skills in Public sector accounting, audit requirements and financial reporting compliance
2. Ability to apply SIG laws, orders and procedures that apply to finance
3. Ability to manage staff, including in remote locations
4. Client service approach, with the ability to explain financial management requirements

Attitude

- High level of integrity, accountability, and commitment to public service values.
- Ability to maintain confidentiality and professionalism in handling finance matters.
- Commitment to client service and supporting the Ministry in achieving its planned outcomes.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,439.28- \$3,752.17 Annual Salary: \$89,421.35- \$97,556.32

Annual Leave entitlement: 28 days per calendar year plus 2 travelling days

Other conditions of service as stipulated in the Agreement of Service on appointment.

SECTION G - 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:

