



## RS FORM 2 - JOB DESCRIPTION

### Section A - Position Details

**\*MINISTRY/OFFICE:** National Parliament **\*DIVISION:** Hansard Department

**\*VACANCY NUMBER:** 279-00241

**\*Aurion Position Number:**

1. **Position Title:** Principal Accountant (Logistics)
2. **Position Level:** 8/9
3. **Salary Range:** \$ 1,753.66 -- \$2168.09 per fortnight.
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
  - a) **Reports to:** Financial Controller
  - b) **Subordinate Reports:** Chief Accountant, Principal Accountant Logistics

### Section B – Liaisons

- a) **Internal:** Clerk, Financial Controller & NPO Staff,
- b) **External:** Ministry of Finance relevant government ministries

### Section C - Scope of Duties

The purpose of this position is to provide high quality administrative, procurement and logistical support to facilitate the efficient procurement and logistical support for National Parliament Office. The Officer will provide direct support to the following departments

### **Section D - Key Duties**

***\*The Officer will be required to:***

The officer will be required to:

- Apply, control retire and reconciliation of the National parliament Monthly Standing Imprest
  - Input of data into the National parliament Financial Management system
  - Procure Goods and Services required by the National parliament departments
  - Assist in the Raising requisitions, LPOs, Printed matters, work order and Payment Vouchers.
  - Assist in Maintain Accurate and up to date records in the National Parliament Financial Management System
  - Assist in the preparation of the National Parliament Annual Procurement Plan
  - Monitoring all the National Parliament payments send down to the Ministry of Finance and Treasury and recording of Cheques received from the Ministry Of Finance
  - Responsible to pay all NPO Creditors (timely Manner), and MP's Allowances during Parliament sittings.
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- Assist in training NPO Staff on financial Issues and presentations

### **Section E - Key Result Areas**

***\*Successful performance of the duties will be indicated by:***

### **Section F - Key Capabilities and Qualifications**

Tertiary Qualification or equivalent experience in Public Administration and management

### Section G - Selection Criteria

#### Experience:

Applicants should be able to demonstrate:

- . Sound administrative and organizational skills, accuracy and attention to detail and ability to balance competing priorities and meet strict deadlines.
- Strong oral and interpersonal skills to communicate effectively with ministers, members of Parliament, parliamentary staff, senior public officials and a range of stakeholders.
- Sound written communication and ability to prepare basic correspondence.
- Sound information management skills, including a demonstrated ability to use various database and software packages and knowledge of computerized and manual filing and indexing systems.
- High standards of integrity and the ability to handle confidential matters.
- Demonstrated experience in customer service and capacity to participate effectively in small teams.
- Excellent driving skills and record and excellent knowledge in vehicle management, maintenance and repair.

Secondary education. Currently undertaking or completing a higher education qualification

#### Knowledge:

#### Skills and ability:

### Section H - Terms and Conditions

- a. Salary per fortnight: \$1,753.66 - \$ 2,168.09
- b. Salary per annum: \$45,595.05 - \$56,370.33
- c. Annual Leave: 42 Days per year
- d. Other conditions of service as outlined in the Agreement of Service upon appointment;
  - Rental
  - Leave passage