



## RS FORM 2 - JOB DESCRIPTIONS

### SECTION A – POSITION DETAILS

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**MINISTRY/AGENCY/OFFICE:** National Parliament of Solomon Islands

**DIVISION/SECTION:** Accounts Section

**DUTY STATION:** Honiara

**POSITION NUMBER:** 279-00025

**MINISTRY VACANCY NUMBER:** 2/2020

**POSITION TITLE:** Assistant Accountant

**POSITION LEVEL:** 5/6

**THE POSITION REPORTS TO:** Financial Controller, Chief Accountants, & Principal Accountants.

**THIS POSITION SUPERVISES:** None

The Constitution of the Solomon Islands confers on the Parliament the power and responsibility to make laws for the peace, order and good government of the Solomon Islands. Members of Parliament are democratically elected every 4 years to represent one of the 50 seats that make up the single House of the National Parliament. The role of the National Parliament is to make laws, represent constituents and to scrutinize government action including expenditure of public funds.

The purpose of this position is to assist the Financial Controller, Chief Accountant in designing and improving the financial, accounting and administrative services of the National Parliament, provide information and advice on a range of accounting service matters to Speaker and Clerk of the National Parliament, maintain financial records in accordance with applicable standards and process accounts in a timely and efficient manner

### SECTION B – SCOPE OF DUTIES

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The officer will be required to:

- a) Raise requisitions, LPOs, printed matters, work order and Payment Vouchers.
- b) Follow-up payments at the Treasury.
- c) Enter and extract accounting transactions into/from computer.
- d) Ensure proper filing of the National Parliament Financial transactions.
- e) Maintain accurate and up to date records including the input of data into the Parliament's financial management system.
- f) Preparing financial documents such as invoices & bills
- g) Track payments and ensure accuracy of paid accounts
- h) Other duties as may be directed by the Accountant/ Chief Accountant from time to time.

### SECTION C – LIAISON

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- A. **Internal:** Clerk, Financial Controller & NPO Staff,
- B. **External:** Ministry of Finance relevant government ministries

## SECTION D – KEY DUTIES

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*\*The Officer will be required to:*

Applicants should be able to demonstrate:

1. Extensive knowledge and understanding of parliamentary law and practice, the role and functions of Parliament, the judiciary and the government and the Constitution of Solomon Islands.
2. Thorough knowledge and understanding of the corporate and strategic objectives of the NPO and the role and functions of the National Parliament of Solomon Islands.
3. Extensive knowledge of public sector management and accounting practices including HR management issues and current best practices and public sector HR/IR and accounting policies and legislation. Mediation and conflict resolution skills to deal with industrial relations matters.
4. Thorough experience in providing policy and other advice in a context that requires significant interpretation where the demand for information is instantaneous and where information is sometimes incomplete and potentially contentious. Strong knowledge and skills in risk management and strategic and corporate planning.
5. Strong financial management skills and experience in managing a budget within guidelines and identifying areas for savings.
6. High standards of integrity and the ability to handle confidential matters in order to retain the trust of members in providing impartial advice.
7. Excellent computing skills and ability to use a range of software.
8. Commitment and capacity to implement policies and practices relating to EEO, OH&S and cultural diversity.

## SECTION E – KEY RESULT AREAS

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

1. When requisitions is being submitted to MOFT.
2. When all the accurate accounting transaction is enter into the accounting data system
3. Processing payments and invoices accurately and within expected time periods
4. Excellent attention to detail
5. The ability to work to strict time constraints

## SECTION F – QUALIFICATION AND CAPABILITIES

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### **Qualification:**

Diploma in Finance.

### **Experience:**

1 to 2 years work experience in procurement and banking. Newly graduates are encouraged to apply.

## SECTION G – KEY SELECTION CRITERIA

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- Ability to understand and comply with the Public service code of conduct and follow all other laws, policies and procedures which relate to the improvement
  - Understanding of the role of Parliament and the system of government in the Solomon Islands
  - Maintain professional and confidentiality at all time
  - Ability to reflect on one's own work as well as the wider consequences of financial decision
  - Ability to learn and know Financial instruction
  - Detail oriented and have strong analytical skills
  - Innovative and initiative
  - Sound Knowledge of Microsoft word, Outlook and excel
  - Communication and interpersonal skills
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- Proven ability to work effectively and to meet tight and demanding deadlines.
  - Sound knowledge of administrative, organizational and project management skills

## SECTION H – TERMS AND CONDITION

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Salary per fortnight: \$ 1042.60 - \$1,230.90

(b) Salary per annum: \$27107.57 - \$ 32,003.33

(c) Annual Leave: 30 Days per year

(d) Other conditions of service as outlined in the Agreement of Service upon appointment;

- Rental - \$2,100 per Month
- Leave passage

### **Section I - Approval (*Business use only*)**

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the role and will assist the Ministry/Agency to achieve its corporate objectives.

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Permanent Secretary/Head of Agency

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Date Approved

Additional Comments: