



## RS FORM 2 - JOB DESCRIPTIONS

### Section A - Position Details

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

**\*VACANCY NUMBER:** 279-00024

**\*Aurion Position Number:**

1. **Position Title:** Chief Accountant
2. **Position Level:** 10/11
3. **Salary Range:** \$2,177.90 - \$2,621.70
4. **Duty Station:** Honiara
5. **Reporting Responsibilities;**
  - a) **Reports to:** Financial Controller
  - b) **Subordinate Reports:** Procurement & Logistics Officer

### Section B – Liaisons

- a) **Internal:** Clerk, Financial Controller & NPO Staff,
- b) **External:** Relevant Government Ministries, Ministry of Finance

### Section C - Scope of Duties

The Accounts section of the National Parliament Office is responsible for the administration and management of Members' salaries and entitlements, processing of payments to suppliers for goods and services, preparation of the Parliament's financial reports and dealing with the manpower and budgeting needs of the office. The Chief Accountant is the head of the Accounts section and is responsible for the overall management of the Parliament's financial accounts. This position oversees the financial and accounting system controls and standards of the Parliament office and ensures timely financial and statistical reports for management use.

### Section D - Key Duties

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

The officer will be required to:

- a) Prepare the National Parliament Office Budget Estimates in collaboration with Divisional/Sectional Heads.
- b) Monitor and control spending of funds in accordance with the approved provisions of the Budget, Parliamentary Entitlement Regulations, General Orders, Financial Instructions and other financial restrictions that may be issued by the Ministry of Finance and Ministry of Public Service.
- c) Prepares and maintains proper accounting records for the National Parliament Office which may include general accounting, costing, or budget data.
- d) Ensure the safe custody of funds and other financial documents for the Office.
- e) Review and direct the overall financial plans and accounting practices and systems of the National Parliament Office.
- f) Maintain Accurate and up to date records including the input of data in to the National Parliament Financial Management System
- g) Reconciliation of the General Leger and provide accurate data to the Financial Controller.
- h) Assist in the Preparation of the National Parliament Supplementary bids
- i) Assist in the preparation on the Accounts department annual work plan.
- j) Retirement and applications of the National parliament special imprest.
- k) Assist in the Raising requisitions, LPOs, Printed matters, work order and Payment Vouchers.

**Section E - Key Result Areas**

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

Applicants should be able to demonstrate:

- i. Knowledge of Public Service procedures, processes and regulations including financial procedures and processes.
- ii. Excellent word-processing and IT skills including knowledge of a range of Microsoft Office applications.
- iii. Excellent written and oral communications skills.
- iv. Excellent organizational skills.
- v. Ability to develop and deliver effective customer services to Members and staff and client of the Parliament.
- vi. Good people management skills to direct and motivate a small team.
- vii. The ability to work independently and to tight deadlines.
- viii. Sound clerical and administrative skills.
- ix. Flexibility and adaptability to meet a range of different tasks and to work extra hours to meet deadlines.
- x. High standards of integrity and the ability to handle confidential matters.

### Section F - Key Capabilities and Qualifications

- Tertiary Qualification or equivalent experience in Accounting and/or Public Administration & Management.

### Section G - Selection Criteria

**Experience:**

1. Experience in organizational change management strategies and practices and excellent skills in leading, managing and motivating a multi-disciplinary team.

**Knowledge:**

**Skills and ability:**

### Section H - Terms and Conditions

- (a) Salary per fortnight: \$2,177.90 - \$2,621.70
- (b) Salary per annum: \$56,625.40 - \$68,164.28
- (c) Annual Leave: 42 Days per year
- (d) Other conditions of service as outlined in the Agreement of Service upon appointment;
  - Rental
  - 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: