



**MINISTRY OF WOMEN, YOUTH, CHILDREN AND FAMILY AFFAIRS**

**Solomon Islands Government  
Position Statement  
9<sup>th</sup> July, 2007**

**Accountant**

<b>Title:</b>	<b>Accountant</b>
<b>Section/Area:</b>	<b>Headquarter</b>
<b>Division:</b>	<b>Accounts</b>
<b>Grade /Level:</b>	<b>L6/7</b>
<b>Last Review:</b>	<b>Not known</b>
<b>Reporting to:</b>	<b>Chief Accountant</b>
<b>Director Reporting:</b>	<b>Permanent Secretary</b>

**PURPOSE AND NATURE OF THE POSITION:**

Assist the Chief Accountant in ensuring proper accounting system procedures not only for procurement of assets and equipments but also payment for services required by the Ministry according to Financial Instructions, General Orders, and Stores Instructions applicable from time to time.

**PRINCIPAL LIASIONS:**

**Internal:**

Reports and assist the Chief Accountant, MWYCA

**External:**

Maintains close liaison with Ministry of Finance for payments and services required by the Ministry

## KEY SELECTION CRITERIA

### 1. Qualifications

#### Essential:

- Certificate or Diploma in Finance and Administration , Business or Accounting
- At least 2 years experience in SIG accounting systems or similar field
- Posses Excel / spreadsheet skills
- Must produce police and medical fitness and clearance certificates

#### Desirable:

- A year or two years experience in accounting especially in stores procurement and inventory would be an advantage
- Form 6 or Form 7 certificate grandaunts

### 2. Knowledge and or experience

- Must posses some accounting knowledge and skills
- Must posses' simple logic reasoning and common sense application skills especially in a less supervised accounting environment.
- Must have had 2 years experience in accounting environment

### 3. Personal Competencies

- **Written communication** - Have a good command of English grammar and spelling.
- **Oral communication** – Is able to communicate information in a clear, concise, logical and confident manner.
- **Interpersonal communication** – Had an ability to establish good relationships with divisional heads / supervisors, staff, subordinates and management by correctly interpreting both verbal and non-verbal cues. Understands cultural diversity and exhibits tolerance for personal differences.
- **Motivation** – is motivated to perform work and complete assigned tasks to meet performance expectations with less supervision whilst maintaining high level of accuracy.
- **Teamwork** - Actively participate in team work processes; give input to the team's work. Adapt to new team situations, especially with New Government policies of the ruling Government. Deal with requests/ demands from other departments and functions in an ethical manner.
- **Ethical behavior** - Understands the ethical, private and confidential nature of personal information and acts in an ethical manner.

<b>Responsibilities</b>	<b>Key Performance /Actions</b>
<b>Raise requisitions &amp; payments</b>	Raise requisitions and payment vouchers for goods, financial grants and services in a timely manner
<b>Filing</b>	Ensure proper filing of copies of all requisitions, payments and supporting documents are appropriately done or in a systematic manner for ease of reference and or auditing purposes.
<b>Treasury contacts</b>	Liaise with treasury for payments queries and changes
<b>Imprests</b>	Assist staff for retirement of imprests when the need arise
<b>Expenditure &amp; Commitment cards</b>	Keep and maintain expenditure commitment cards and accounting records
<b>Reconciliation</b>	Reconcile accounts monthly and assist CA with reports
<b>Purchases</b>	Liaise with Divisions for Purchases of equipments, store and office supplies according to purchasing and Stores Instructions
<b>Proforma collection</b>	Assist with divisions in collecting or obtaining proforma invoices from suppliers for required services
<b>Control Asset Register</b>	Establish and maintain a Control Asset Register and stock inventory for all Divisions
<b>Relief</b>	Assist and relief the Chief Accountant when on leave
<b>Other duties</b>	Any other duties directed from time to time by responsible officers