



## VACANCY NOTICE: 03/2009

### Clerical – Telling Officer

### Currency & Banking Operations Department

The Central Bank of Solomon Islands seeks to recruit a suitably qualified and experienced person to fill a telling vacancy available at its Currency and Banking Operations Department.

#### **Duties/ Responsibilities:**

The successful applicant is expected to perform the following duties:

- a) Balance cash, coins, and cheques in till against Teller's 'Rough Cash Book' at the end of each working day, and calculate daily transactions using computers, calculators, or adding machines
- b) Cash cheques and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds
- c) Count SIG revenue deposits and verifies that balances agree with Cash Requisition Forms (CRFs), and arrange monies according to denomination before transferring them to the 'Working Store.'
- d) Examine cheques for endorsement and verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- e) Identify transaction errors when debits and credits do not balance
- f) With the approval of Supervisor Currency, replenish cash in the till when stock runs out.
- g) Assist in commercial banks cash withdrawals and deposits
- h) Assist in weekly and monthly stock counts in the CBSI vaults and holdings.
- i) Updating of Working Store Register and Main Vault Register book daily
- j) Assist in counting, sorting and shredding of mutilated notes
- k) Assist in the preparation of weekly & monthly SI Cash reconciliation statements
- l) To be the Panel B grill door key custodian during official hours
- m) Any other duties as may be required from time to time by the immediate supervisor, Assistant Manager and Manager CBO Department.

**Qualification/ Requirements:**

The applicant must have a Diploma in Banking, Accounting and/or Finance from a reputable institution. The candidate be honest, trustworthy and reliable. The applicant must have some knowledge of accounting and banking principles and practices. Some work experience in banking environment will be plus for the potential candidate. The candidate must have the ability to use the Microsoft office products (MS Excel, Words and Access).

**Terms and Conditions:**

The position is on Grade 2 level of the CBSI salary structure. Normal conditions and services as stipulated in the Staff Instructions, Terms and Conditions of Service (SITCS) of the Bank shall apply to the successful applicant.

**Application:**

Applications must be submitted with certified copies of academic qualification, transcript of academic grades and credits, and reference letters from 2 persons with respectable standing in the Community.

All applications must reach the Central Bank not later than 4:30pm on **19<sup>th</sup> June, 2009**.

All applications must be addressed to: **The Secretary, Central Bank of Solomon Islands, P.O. Box 634, Honiara, Solomon Islands.**