



## **JOB VACANCY NO: 02/10**

The Central Bank of Solomon Islands seeks to immediately recruit a suitably qualified person for the position title of **Payroll Officer** in the **Finance & Information Technology Department**.

### **Expected Outcomes:**

The officer must be able to:

- Deliver staff salaries error-free and in a timely manner.
- Correct and timely production of payroll related reports.
- Timely completion of monthly reconciliation on staff NPF Contribution and PAYE Tax.
- Proper and complete files of salary records and working papers.
- Disburse requested salary information prior to approval by supervisor (Management Accountant)
- Discuss salary issues with a clear, open and friendly communication environment.
- Weekly reporting to Management Accountant on salary issues and activities.
- Willing to work in a team environment and share ideas on improving the salary office or the department.

### **Duties/ Responsibilities:**

The successful applicant's duties will include, but not be limited to:

- (a) Maintain or update staff salary records on the payroll software application.
- (b) Perform normal fortnightly processing of staff salaries.
- (c) Process approved salary advance and other approved entitlements due to staff.
- (d) Monthly reconciliation of staff NPF Contribution.
- (e) Monthly reconciliation of staff PAYE.
- (f) Maintain good and correct files of updated salary printed records.
- (g) Uphold or maintain confidentiality when dealing with staff on salary related matters.
- (h) Support staff through providing relevant information to queries related to salaries.
- (i) Carry out other duties as directed by Supervisor (Management Accountant).

### **Qualifications / Requirements:**

The person we are seeking must:

- (a) Have a minimum qualification of a Diploma in Finance or in Banking
- (b) Have at least 2 to 3 years work experience in a clerical role and in a finance/accounts department
- (c) Be competent in the use of computers; experience in Micro-pay, Sun-System, Word and Excel would be an advantage
- (d) Be able to willing work extended periods as and when necessary
- (e) Must have the ability to communicate internally at all levels.

### **Terms and Condition:**

The position is on Grade 2.2 level of the CBSI salary structure. Other normal benefits as per Terms and Conditions of Service of CBSI shall apply to the successful applicant.

### **Application:**

All applications must include an updated Curriculum Vitae, 2 references one of which must be from a previous or current employer and r academic transcripts.

Applications shall reach the Central Bank not later than **3.00pm, 12 March 2010** and shall be addressed to:

**The Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands.**