



JOB VACANCY NO: 04/10

CENTRAL BANK OF SOLOMON ISLANDS

Currency/Telling Officer

Currency & Banking Operations Department

The Central Bank of Solomon Islands seeks to recruit a suitably qualified and experienced person who is committed and dedicated to serving the interest of the Bank as mandated in the Central Bank of Solomon Islands Act (CAP 49) and other relevant Acts.

Job Summary

Responsible for the acceptance, processing, and completion of authorized cash and non cash transactions in accordance with policies and procedures of the Bank. Provide services to customers (including holders of treasury bills certificates and staff) while performing daily and keeping accurate records of all monies and other negotiable items involved in transactions.

Prepare daily statements, answer inquiries, and reconcile discrepancies in records and cash till.

Duties/ Responsibilities:

The successful applicant shall perform the following duties:

- a) Balance banknotes, coins, and cheques in teller's cash till 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) Fitness sort and count SIG cash deposits and verifies balances against respective CRFs, and arrange monies according to denomination before transferring them to the operation vault.
- d) Examine cheques for endorsement and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- e) Identify transaction mistakes when debits and credits do not balance
- f) Order a supply of cash to meet daily needs.
- 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 Books in line with approved cash handling procedures.
- j) Assist in fitness sorting, counting and shredding of mutilated notes.
- k) Prepare 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, Manager and Chief Manager, CBO Department.

Qualification/ Requirements:

The applicant must have a Diploma in Banking and Finance or other related fields from a reputable institution and with no previous criminal records. She/He must be honest, trustworthy and reliable. She/He must have some knowledge of accounting and banking principles and practices and, must be computer literate (eg MS Windows and Excel). Some work experience in banking, finance and accounting or bookkeeping is desirable. New graduates are encouraged to apply.

Terms and Conditions:

The position is on Grade 2.1 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 shall reach the Central Bank not later than 4:30pm on **19th March, 2010**.

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