



CENTRAL BANK of SOLOMON ISLANDS

P.O. BOX 634, Honiara, Solomon Islands

Vacancy Notice: 03/2016

Asset Register Officer, Accounts Department

The Central Bank of Solomon Islands is seeking to recruit a person with qualification in Finance and Accounting for the position of **Asset Register Officer within the Finance & Accounts Department**.

The successful candidate will be responsible to ensure accounting and reporting of the Bank's fixed and movable assets are accurate and complies with the International Financial Reporting Standard (IFRS).

Key Competencies required:

- To record all new Asset items in the asset register and appropriate general ledger
- Maintain and reconcile all Work in Progress for capital projects and capitalize when timing is appropriate
- Monitor the movement of fixed and movable assets and provide an updated asset register on monthly basis
- Perform impairment review on fixed assets annually
- Depreciate all Bank's asset in accordance with the Bank depreciation policy
- Reconcile assets register and the general ledger accounts monthly, quarterly and annually
- Conduct physical check on all Banks assets annually
- Work closely asset officer in the Corporate Services Department to determine the physical existences and conduct audit inspection as necessary
- Provide reports to Financial Accountant on a monthly basis on acquisitions, disposals and total assets of the Bank
- Report any problems discovered in administering responsibilities in recording and checking the Banks assets.
- Performs other duties assigned from time to time by the Financial Accountant.

Qualifications:

- Minimum Qualification of a diploma Accounting, Finance and Asset Management.
- Minimum of 1-2 years' experience in field of Finance and Accounting

Application:

Application must include:

- An introductory cover letter
- Completed recruitment application form (available on website and at the CBSI Head Office)
- Curriculum Vitae,
- Two reference letters, one of whom must be from a former/current employer and/or your Academic supervisor
- Certified copies of academic transcripts.

Application due Date & Details:

- Interested applications should visit the CBSI website at <http://www.cbsi.com.sb/> or email info@cbsi.com.sb for detailed information pertaining to the position or call in at the CBSI Head Office at Mud Alley Avenue.
- For more enquiries please call the Human Resource Office on telephone 21791, Ext. 221 or 211 or email rsulu@cbsi.com.sb or jinimae@cbsi.com.sb.
- All applications shall reach the Central Bank of Solomon Islands no later than **4.30 pm on 6th May 2016** and shall be addressed to:

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