



CENTRAL BANK OF SOLOMON ISLANDS
APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Banking and Reconciliations Officer
VACANCY REF NO.:	03/2017
DEPARTMENT:	Currency and Banking Operations
WORK UNIT:	Banking Unit
REPORTS TO:	Supervisor Banking Unit
RESPONSIBLE FOR:	
GRADE:	3.2
BASE SALARY RANGE:	\$69,056.00 - \$99,268.00
ESSENTIAL QUALIFICATION:	At least a Bachelor's degree in Accounting, Finance or Banking. A solid record of academic success would be an advantage.
ESSENTIAL EXPERIENCE:	At least three (3) years' work experience in a position related to Accounting, Finance and Banking.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Strong communication skills (both oral and written)• Excellent interpersonal skills• Good time management, mature and confident• Appropriately assertive manner to deal with customers• Honest and trustworthy
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Exceptional accounting skills – knowledge of IAS and IFRS.• Must have business/commercial sense & responsibility• Ability to use Microsoft Word, Excel and other MS software
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Ability to work collaboratively with colleagues to achieve the department and banks goals

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<ul style="list-style-type: none">• To provide effective and efficient banking service to the Solomon Island Government: ensure the proper upkeep of records of government revenue flows and payment orders, reconciliation of SIG accounts and dispatch statements to authorised account holders.

	<ul style="list-style-type: none"> • To provide effective and efficient banking services to the donor funding agencies and ensure that payments are effected on receipt of payment instructions, records updated and reconciliations performed on timely basis
KEY RESULT AREAS	<ul style="list-style-type: none"> • Reconcile Other Banks Local (OBL) cheques held Account No# 10135 and Other Banks Local Account No# 10136 • Report any variances or irregularities identified during the reconciliations • Recommend corrections for variances to ensure timely resolutions • Posting of all CBO Vouchers to General Ledger in the Tech1 system • Count, verify and sort government revenue deposits and ensure that actual cash and cheque deposits confirm with Cash Requisition Forms (CRFs) now called the SIG Revenue Deposit form.; • Preparing SIG deposit summary and raise both debit and credit vouchers. • Provide SIG account balances and statements to Ministry of Finance and Treasury (MOFT) officers when requested. • Assist in preparing SIG payment advices and liaise between commercial bank and MoFT if there are any differences in the advices. • Assist with weekly stock take and update stock reports accordingly. • Provide weekly call account balances to CBSI's Finance & Market Supervision Dept and Money and Banking Section in the Economics & Research Department. • Any other duties as may require from time to time by immediate supervisor, Manager and Chief Manager CBO dept.

HOW TO APPLY

To apply for the position, please submit the following:

- (1) An introductory cover letter
- (2) A completed Recruitment Application Form (available on CBSI website and at the CBSI Head Office at Mud Alley Avenue)
- (3) A current Resume or Curriculum Vitae
- (4) Two Reference Letters
- (5) Certificated copies of academic qualifications and transcripts.

All applications are to be addressed to:

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

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: jfagasi@cbsi.com.sb copied to rsulu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 10th March 2017

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email info@cbsi.com.sb for information pertaining to the position or call in at the CBSI Head Office at Mud Allay Avenue. For more enquiries please call the Human Resource Office on telephone 21791, Ext. 221 or 211 or email jfagasi@cbsi.com or rsulu@cbsi.com.