



CENTRAL BANK OF SOLOMON ISLANDS

**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Banking & Exchange Officer
<b>REFERENCE NO.:</b>	11-2019
<b>DEPARTMENT:</b>	Currency Banking and Payment
<b>WORK UNIT:</b>	Banking Unit
<b>REPORTS TO:</b>	Supervisor Banking Unit
<b>GRADE:</b>	3.2
<b>BASE SALARY RANGE:</b>	SBD\$77,298.01 – 112,052.49 per annum
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Minimum of a Degree in Accounting and Banking.</li></ul>
<b>ESSENTIAL EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Two or more years' experience in accounting.</li></ul>
<b>ESSENTIAL PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"><li>• Trustworthy</li><li>• Willingness to work in a team environment</li><li>• Time conscious and is flexible and willing to work after hours when required to meet deadlines;</li><li>• Can work under minimal supervision.</li><li>• Possess professional work ethics</li><li>• Demonstrate self-discipline</li><li>• Attentive to details when mediation between customers</li></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Logical and analytical thinking</li><li>• Strong organizational skills</li><li>• Competent in Microsoft Word, Excel, Access and TechOne.</li><li>• Knowledge on operation of the Central Bank</li><li>• Excellent communication skills at all levels</li></ul>
<b>ESSENTIAL BEHAVIOURAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Can work under pressure and prioritize without compromising quality of work output</li><li>• Be a team player</li><li>• Punctual/good time keeper</li><li>• Trustworthy and of a good behavior character</li></ul>
<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	<ul style="list-style-type: none"><li>• To provide effective and an efficient banking service to both internal and external clients, the Government, other financial institutions, Donor partners and also the citizens of this country.</li></ul>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Produce daily outward listing of cheques for the exchange at the clearing house.</li><li>• Produce a summary of daily exchanges for settlement after the clearing</li></ul>

- Prepare accounting entries for clearing house transactions
- Monitor clearing house attendance and report to supervisor for possible improvement and ensure activities of the clearing house are in accordance to the RABB document.
- Maintain a summary of daily clearing data by commercial banks for weekly reporting
- Count, verify and sort government revenue deposits and ensure that actual cash and cheque deposits confirm with Revenue Deposit Forms (RDFs);
- Input SIG Revenue deposit cash data into working store database
- Process SIG payments and send via email to responsible Commercial bank officers
- Assist in receipting of cheque payment received from SIG for direct deposit to SIG accounts e.g. Performance Bond/Proceeds from seized logs etc.
- Assist with weekly and monthly stocktakes
- Assist in over the counter enquiries;
- Any other duties as may be required from time to time by the immediate supervisor, Assistant Manager and Manager CBO dept.

## HOW TO APPLY

To apply for the position, you will need to submit the following:

- (1) An introductory cover letter
- (2) A completed Recruitment Application Form (available on CBSI website or email [info@cbsi.com.sb](mailto:info@cbsi.com.sb))
- (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 (Acting)  
 Central Bank of Solomon Islands  
 P O Box 634  
 Honiara, Solomon Islands

**Attention: Vacancy No. 11-2019**

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: [adentana@cbsi.com.sb](mailto:adentana@cbsi.com.sb), copied to [jaiapu@cbsi.com.sb](mailto:jaiapu@cbsi.com.sb)

**CLOSING DATE FOR ALL APPLICATIONS – Monday 26<sup>th</sup> August at 4:00pm 2019**

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email [info@cbsi.com.sb](mailto: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 or email [adentana@cbsi.com.sb](mailto:adentana@cbsi.com.sb) or [jaiapu@cbsi.com.sb](mailto:jaiapu@cbsi.com.sb)