



APPLICANTS' INFORMATION DETAILS

Vacancy No. 03/2016

Asset Register Officer Finance and Accounts Department

POSITION SPECIFICATION	
POSITION TITLE:	Asset Register Officer
DEPARTMENT:	Finance and Accounts Department
WORK UNIT:	Finance & Accounts Department
REPORTS TO:	Financial Accountant and Management Accountant
RESPONSIBLE FOR:	
GRADE:	2.4
BASE SALARY RANGE:	49,238-70,779 PER ANNUM
ESSENTIAL QUALIFICATION:	Minimum Qualification in Accountancy, Finance and Asset Management
ESSENTIAL EXPERIENCE:	1-2 years' experience in accounting roles
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Commitment to excellence• Displays professionalism, integrity and high ethical standards• Team Player• Results oriented• Builds trust and respect by displaying credible behaviors
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Knowledge and understanding of the application of General ledger and Asset Module within the Technology One financial system.• Possess strong investigative analytical, diagnostic and problem-solving skills• Time Management Skill• Strong Organizing skills
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none">• Effective communication and relationship• Teamwork• Professional Expertise• Commitment• Trustworthy• Personal accountability

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<ul style="list-style-type: none"> • The Asset Register Officer is responsible to ensure accounting and reporting of the Banks fixed and movable assets are accurate and complies with the IFRS.
KEY RESULT AREAS	<ul style="list-style-type: none"> • Fixed asset Register management • Work in progress and project register Management • Depreciation management • Revaluation register and reports • Impairment reviews for fixed assets • Disposal records management • Reconciliation and stock taking • Prepare financial reports of fixed assets
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • 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 with 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.

HOW TO APPLY
<p>To apply for the position, please submit the following:</p> <ol style="list-style-type: none"> (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: jinimae@cbsi.com.sb copied to rsulu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - 6th May 2016, 4.30pm

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 jinimae@cbsi.com or rsulu@cbsi.com.