



CENTRAL BANK OF SOLOMON ISLANDS

**APPLICANT INFORMATION PACKAGE**

<b>POSITION SPECIFICATION</b>	
<b>POSITION TITLE:</b>	Reconciliation Officer
<b>REFERENCE NO.:</b>	03/2019
<b>DEPARTMENT:</b>	Finance & Accounting
<b>WORK UNIT:</b>	
<b>REPORTS TO:</b>	General ledger Accountant
<b>GRADE:</b>	3.2
<b>BASE SALARY RANGE:</b>	SBD\$74,684.06 - \$108,263.263.27 per annum
<b>ESSENTIAL QUALIFICATION:</b>	<ul style="list-style-type: none"><li>• Minimum of a Diploma in Finance or Accounting.</li><li>• Bachelor Degree in Accounting or Commerce would be a bonus Computing</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>• 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></ul>
<b>ESSENTIAL TECHNICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of the application of General ledger and Budget Module within the Technology One System.</li><li>• Knowledge on operation of the Central Bank</li><li>• Ability to communicate 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 and be able to work well with FAD team and other CBSI officers</li><li>• Punctual/good time keeper</li><li>• Trustworthy and of a good behavior character</li><li>• Attentive to details and accuracy.</li></ul>
<b>JOB DESCRIPTION</b>	
<b>JOB SCOPE AND PURPOSE</b>	<ul style="list-style-type: none"><li>• Ensure general ledger balances of assets and liabilities of accounts under Finance &amp; Accounts Department's and other departments are kept accurate on a monthly basis.</li></ul>

<p><b>Main Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Complete Finance and Accounts Department reconciliation tasks in good time for review and approval</li> <li>• Work together with other departments reconciliations officers to complete tasks in good time for review and approval.</li> <li>• Follow up on variances and outstanding issues with responsible officers to be completed for review and approval in good time.</li> <li>• Action postings required with General ledger Accountant to address variances and outstanding issues</li> <li>• Work with Personal loans officer with regards to any details on staff loans: Management Car loan, Personal Loan Housing Loans and related Insurances</li> <li>• Work with Payroll officer with regards to any payroll reconciliation details.</li> <li>• Work with Payment Officer with regards to any loan receipts and payments.</li> <li>• Work with property section on property reconciliation details</li> <li>• Follow up on all reconciliations from departments: Finance and Accounts Departments, Currency Banking Payments Department and Foreign Reserve and Currency Exchange Department are forwarded to General ledger Accountant for review and CM FAD for approval.</li> <li>• Report to General ledger Accountant on the status of reconciliation and general ledger accounts.</li> <li>• Discuss with General ledger Accountant any issues with reconciliation.</li> <li>• Maintain a good working relationship with the reconciliation team to foster learning and productivity.</li> <li>• Maintain a good filing system for all reconciliations on a monthly bases.</li> </ul>
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**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 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

**Attention: Vacancy No. 3/2019**

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

**CLOSING DATE FOR ALL APPLICATIONS - Monday 11<sup>th</sup> March 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 [jfagasi@cbsi.com.sb](mailto:jfagasi@cbsi.com.sb) or [adentana@cbsi.com.sb](mailto:adentana@cbsi.com.sb)