



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION

POSITION TITLE:	Banking Analyst
VACANCY REF NO:	03/2020
DEPARTMENT:	Financial System Regulation Department
WORK UNIT:	Banking Unit
REPORTS TO:	Senior Analyst
RESPONSIBLE FOR:	
GRADE:	3.2
BASE SALARY RANGE:	
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none"> • A minimum of bachelor's degree in accounting, banking and finance, business management, or financial economics.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none"> • Three to five years hands-on experience in the field of financial regulation and supervision in a financial organization is essential but not necessary. • New graduates with GPA 3 and above can be considered.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Must be willing to work long hours or either on weekends or public holidays to meet deadlines; • Must have neat and pleasant appearance; • Must be time conscious and can work under minimal supervision.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none"> • Competent in Microsoft Office products, particularly Microsoft Word and Microsoft Excel; • Good research, planning, presentation and negotiation skills; • Good reading and interpretation skills; • Innovative, analytical, logical and progressive thinker; • Good command of written and spoken English; • Good technical report writing skills; • Good negotiation and interpersonal skills; • Must possess a good command of written and spoken English; • Confident in using and understanding banking and financial language and jargons; • Have some basic understanding of legal jargons.
ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Has good behavior and trustworthy character; • Can work under pressure without compromising quality of work output; • Punctual and can work well with FSRD and other CBSI officers.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<ul style="list-style-type: none"> • Ensure safety and soundness of Financial Institutions as licensed under the Financial Institutions Act 1998(as amended); • Monitor financial and macro-prudential performances of financial institutions and keep senior analyst abreast with developments of allocated financial institutions; • Act as advisor to Senior Analyst.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Perform financial health assessment of assigned financial institution(s); 2. Monitor compliance of assigned financial institution as per the provisions of the FIA and PG issued by CBSI from time to time; 3. Establish cordial professional network with management and officers of assigned financial institutions(s) and its (their) external auditor(s); 4. Ensure assigned financial institution’s weekly, monthly and quarterly call reports and annual audited reports are submitted to CBSI on time and that those reports are accurate for analytical work and publication; 5. Upload assigned financial institution’s monthly & quarterly reports in FSIS/TechOne database and generate summary reports as and when required; 6. Under existing regulatory and prudential framework, perform RISK Based analysis for assigned financial institution and to document the results and conclusion of such analysis for submission to Senior Analyst for perusal; 7. Assist senior analyst in CBSI approved on-site examination processes of assigned financial institution(s) and to conduct follow-up visits to ensure CBSI recommendations are implemented after such onsite examinations; 8. Participate in on-site reviews conducted by other units within the Financial System Regulation Department, as approved by Senior Analyst; 9. Prepare quarterly presentations for Bankers Meeting and half-yearly for CBSI Board for submission to senior analyst, two weeks prior to scheduled date; 10. Keep abreast with developments and issues in banking in media, newspaper, internet, technical articles including AML 40 + 9 FATF recommendations and related AML developments in financial

sector, Basel publications, IMF and World Bank publications, PFTAC websites and other related financial/supervision articles;

11. Check national publications and ensure any issues/complaints concerning the assigned financial institution(s) are researched and addressed. Ensure all correspondences are filed.
12. Keep the Senior Analyst and FMS Management informed of issues and developments both within and outside of assigned financial institution(s) that may positively or negatively impact the assigned financial institution's operations;
13. Perform any other duties requested by Senior Analyst or FSRD management.

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: adentana@cbsi.com.sb copied to jaiapu@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS - Friday 31st January 2020

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb/> or email adentana@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. 350 or 390 or email adentana@cbsi.com.sb.