

Central Bank of Solomon Islands - Job Description

POSITION: Telling Officer, Currency Control Unit

Department: Currency and Banking Operations

Reference : ID#.

Job Holder: Vacant

Grade : 2.4

Reports to: Supervisor Currency Control Unit

Date : March 2021

Purpose :

Responsible for sorting, verification, processing and acceptance of all authorised cash or cheques for payments at the CBSI till. Provide services to front counter customers (including holders of treasury bills certificates and others) while performing and keeping accurate and reconciled till records of all money (inflows/outflows) and other valuable items involved in the transactions for safe custody.

Prepare daily statements, answer inquiries and reconcile discrepancies in records and cash till.

1	Key Result Areas	2	Key Performance Indicators
1.1	Till operations	2.1.1 2.1.2 2.1.3 2.1.4 2.1.5	All transactions in and out of the till balance at the end of the day. Supply of cash ordered meets the daily need. All cheques accepted meet the policy and procedure requirements. Weekly and monthly reporting accurate, up to date, and on time. Commercial banks cash withdrawal and deposits processed accurately and within procedures.
1.2	Currency Control Unit operations	2.2.1 2.2.2 2.2.3	Monies arranged by denomination for transfer to the vault with no errors. Work on weekly and monthly stock counts accurate and willingly undertaken with enthusiasm. Work on counting, sorting and shredding of mutilated notes accurate and to policies and procedures.
1.3	Panel B grill door custodian	2.3.1	All vault entry, exit, and money transfers within policy and procedures.
1.4	Demonetise Coins Deposits/Exchanged for legal tender currency	2.4	Deposits processed & paid out, recorded and reported/treated accurately and to procedure.
1.5	Effective Team-working	2.5	I s seen by members inside and outside the department to be an effective team worker. Cooperative.
1.6	Personal development	2.6	Together with the Manager sets up an annual program for personal development and is seen to achieve this.

Central Bank of Solomon Islands - Job Description

--	--	--	--

3 Duties and Responsibilities:

- a) Balance cash, notes & coins, and cheques in cash till at the end of each working day, and Calculate daily transactions using computers, calculators, or adding machines
- b) Cash cheques and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds
- c) Count SIG deposits and verifies that balances agree with CRFs, and arrange monies according to denomination before transferring them to the vaults.
- d) Examine cheques for endorsement and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- e) Identify transaction mistakes when debits and credits do not balance
- f) Order a supply of cash to meet daily needs.
- g) Assist in commercial banks cash withdrawals and deposits
- h) Assist in weekly and monthly stock counts in the CBSI vaults and holdings.
- i) Counting and sorting of soiled & re-issuable notes/coins.
- j) Preparation of weekly & monthly SI Cash reconciliation statements.
- k) To be the Panel B grill door key custodian during official hours.
- l) Inputting of CRF figures into SI cash register.
- m) Inputting all cash transfers (in or Out) in the Teller holdings Register
- n) Input all cash orders from vault and deposits into working store vault with CRF and Voucher raised.
- o) Continual verification of Teller holdings Register against actual Cash and transfers.
- p) Any other duties as may be required from time to time by the immediate supervisor, Manager and Chief Manager CBP Department

4	Positions supervised <small>Title and grade</small>	Casual tellers at times & Assist with Numismatic requested tasks at times
5	Frequent external contacts <small>People outside CBSI the person contacts as part of their job.</small>	Commercial Banks Telling Officers, CBSI clients on CBSI chq payments
6	Special Conditions <small>eg: unusual work hours, special equipment</small>	Work extra hours when required to complete reports on time and weekends for destruction of money. Working in the vault / working store (chemicals used) Operating the lifter in the working store/vault. Notes puncher and shredding machine.
7	Limits of Authority <small>State what the person may authorise</small>	Any expenditure, overtime, and written external communications must be authorised by the Chief Manager CBP Department
8	Qualifications Required	A school leaver certificate / diploma in Accounting or Banking.

Central Bank of Solomon Islands - Job Description

	e.g. – school leaving certificate, diploma and subject, type of degree, masters etc.	
9	Experience Number of years and level of experience e.g. keyboard , accounts, reception, a senior position in a financial field. In a supervisory position, as an economist etc.	Three years in a clerical / teller position in commercial, banking or accounting and telling roles.
10	Special skills e.g. a driving license, Microsoft Excel, macroeconomics, leadership, management, supervisory, research, planning etc.	Competent in Microsoft Word, Excel, PDF and Internet exposures Good behavioural, honest, trustful with planning and organising ability
11	Thinking Style e.g. analytical, creative, practical, common sense etc.	Logical, creative, analytical, young & energetic, common sense and methodical
12	Communication/ Interpersonal Skills List the skills required, e.g. report writing, negotiation, mediation, presentation, facilitation, etc.	Ability to communicate at all levels internally and externally. Good interpersonal skills on the counter.
13	Behavioural Competencies These refer to the personal attributes needed for the position e.g. trustworthy, punctual, cooperative, work with no supervision, accuracy, work under pressure, team player, proactive etc.	Punctual / good time keeping both for work and meetings. Trustworthy. Works well in a team. Warm friendly and cooperative. Prioritises own work and delivers accurate work on time.
14	Language e.g. English, French, Local	A professional level of English both oral and written
15	Endorsement	Manager : Employee: Date: