



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:		Banking and Reconciliation Officer
REFERENCE NO.:		2/2023
DEPARTMENT:		Currency Banking and Payments
WORK UNIT:		Banking Unit
REPORTS TO:		Supervisor Banking Unit
LEVEL:		16
BASE SALARY RANGE:		SBD\$111,554.27- SBD\$130,955.02
ESSENTIAL QUALIFICATION:		<ul style="list-style-type: none">• Minimum Degree in Accounting/Commerce or Banking & Finance
ESSENTIAL EXPERIENCE:		<ul style="list-style-type: none">• Two to three years in a senior clerical position in Finance, Banking or Accounting.• Some Experience of Accounts Reconciliations in Banking & Finance.• Accounts Supervisory roles is value added and essential.
ESSENTIAL PERSONAL ATTRIBUTES:		<ul style="list-style-type: none">• Punctual / good time keeping both for work and meetings.• Trustworthy.• Works well in a team.• Warm friendly and cooperative.• Prioritizes own work and delivers accurate work on time.• Patient is required at all times when dealing with customers.
ESSENTIAL TECHNICAL COMPETENCIES		<ul style="list-style-type: none">• Competent in Microsoft Word, Excel, Access, and the Sun system.• Good organizing and supervisory ability must be exercise at all times in absence of Supervisor.• Report writing skills.• A good understanding of the nature of Accounting Systems/Reports
JOB DESCRIPTION		
JOB SCOPE AND PURPOSE		<p>To provide effective and efficient banking service to the Solomon Island Government: ensure the proper upkeep of records of government revenue flows and payment orders, reconciliation of SIG accounts and dispatch statements to authorized account holders.</p> <ul style="list-style-type: none">•

MAIN RESPONSIBILITIES

- Posting of all CBPD Vouchers to General Ledger in the Sun System.
- Reconcile OBL cheques held Account # 10135
- Reconcile Other Banks Local Account # 10136
- Count, verify and sort government revenue deposits and ensure that actual cash and cheque deposits confirm with Cash Requisition Forms (CRFs) now called the SIG Revenue Deposit form.;
- Preparing SIG deposit summary and raise both debit and credit vouchers.
- Provide SIG account balances and statements to Ministry of Finance and Treasury (MOFT) officers when requested.
- Assist in preparing SIG payment advices and liaise between commercial bank and MoFT if there are any differences in the advices.
- Assist with weekly stock stake. Assist in providing weekly call account balances to FSRD Dept.
- Assist provide SIG and Banking Data to Money and Banking Sector of Economics Research and Statistics Department
- Any other duties as may required from time to time by immediate supervisor, Manager and Chief Manager CBPD dept.

HOW TO APPLY

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

- (1) An introductory cover letter.
- (2) A completed CBSI Recruitment Application Form (available on CBSI website or contact apeter@cbsi.com.sb to obtain a copy
- (3) A current Resume or Curriculum Vitae.
- (4) Two Reference Letters.
- (5) Certificated copies of academic qualifications and transcripts.

Incomplete Applications will **not be** considered.

All applications are to be addressed to:
The Secretary
Central Bank of Solomon Islands
P O Box 634
Honiara
Solomon Islands

Attention: Vacancy No. 2/2023

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively applications can be submitted by email to: apeter@cbsi.com.sb copied to recruitment@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS – 10 February 2023 at 4:30pm.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb> or contact the Human Resource Office on telephone 21791 ext.1412 or email: apeter@cbsi.com.sb copy: jaiapu@cbsi.com.sb