



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION TITLE:	Analyst- Credit Institutions
REFERENCE NO.:	1/2024
DEPARTMENT:	Financial System Regulation
WORK UNIT:	Credit Institutions
REPORTS TO:	Senior Analyst Banking and or Manager Financial Supervision (MFIS)
LEVEL:	Level 16
BASE SALARY RANGE:	\$116,016.44- \$136,193.22
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• Bachelor’s degree in Banking and Finance or other related fields
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• Minimum of 2 years’ professional experience in accountancy, finance and banking related roles.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Must be Punctual / good time keeper both for work and meetings.• Trustworthy.• Must Works well in a team.• Warm friendly and cooperative.• Produce quality repots and complete work before deadlines.• Willing to work during weekends and public holidays.• Have respect for the workplace and willing to adopt to work culture.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• Strong analytical skills with use of Microsoft excel spreadsheet.• Ability to analyze and interpret financial ratios.• Ability to produce in a timely manner financial reports that possess clarity, accuracy, conciseness, coherence and relevance to effectively facilitate informed decision-making.

JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<p>The scope of this Job includes licensing and supervision of credit institutions licensed by the Central Bank of Solomon Islands (CBSI). The supervision includes offsite monitoring through collection of monthly, quarterly and annual financial and market data. The supervision also includes onsite examinations on credit institutions, focusing on specific areas of supervisory concern. The Job also requires jobholder to participate in legislative reviews and public consultations. Therefore, the purpose of this Job is for analyst credit institutions to safeguard the stability of the credit institutions and Solomon Islands financial system from suffering significant financial shocks.</p>
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Establish cordial professional network with management and officers of licensed credit institutions and their external auditors. • Monitor and report compliance of and risks pertaining to credit institutions as per the provisions of the CBSI Act 2012, Financial Institutions Act 1998 (as amended) and prudential guidelines and standards issued by CBSI from time to time. • Ensure required monthly and quarterly prudential returns, and annual audited reports are submitted to CBSI on time and that those reports are accurate for analytical work and publication. • Under existing regulatory and prudential framework, conduct offsite review and perform composite¹ risk analysis for credit institutions. • Perform quarterly risk analysis and produce quarterly financial risk report on licensed credit institutions. • Prepare preliminary assessment and agenda for CBSI-approved on-site examination and to conduct follow-up visits to ensure CBSI recommendations are implemented after such onsite examinations. • Participate in on-site reviews conducted by other units within the Financial System Regulation Department, as approved by FSRD Management. • Assist in draft banking sector section for the Financial Stability Report from time to time. • Keep abreast with developments and issues in banking in media, newspaper, technical articles including AML 40 + 9 FATF recommendations and related AML developments in financial

¹ Consider all risk areas

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

- Check national publications and ensure any issues/complaints are researched and addressed.
- Keep Senior Analyst and Management informed of issues and developments that may positively or negatively impact credit institutions' operations.
- Liaise with AA/FSRD to ensure filing of all correspondences are adequately and correctly filed.
- Perform any other duties requested by Senior Analyst or FSRD management.

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, one of whom must be a former/current employer and/or your lecturer
- (5) Certified 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. 1/2024

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 – 1st March 2024.

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

