

Ministry of Communications and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

***Job Description***

***Position Title: Senior Accounts Officer***

***Division/Section: CSU***

***Salary Grade: A12 $34,438.00***

***Location: TATTE Building, Level 6 - Sogi***

***Date:***

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| Overview of Ministry |

More information can be found on our website at [www.mcit.gov.ws](http://www.mcit.gov.ws)

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| Purpose of Position |

To ensure development, reviewing and implementing proper records management policies and procedures.

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| Key Relationships |

***Responsible to: Principal Accounts & Administration Officer***

***Responsible for: N/A***

***Functional relationships:***

*Internal:*

*External:*

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| Key Responsibilities |

1. To update, monitor and maintain all works for the Accounts Section
2. Complete the daily checking of cash receipt and banking
3. Process procurement of goods and services for the Ministry in the absences of the PAAO.
4. Assist in developing and providing report on the monitoring of Ministry’s Asset Register
5. Update ledger postings for all monetary transactions with the Ministry
6. Attend the queries from MOF, PSC and SAO on payment on the absence of the PAAO
7. Ensure proper systems for failing and filing and storage of Accounts records
8. Assist in Budget Preparation
9. Ensure all invoices are accountable for notices/advertisements broadcast on Radio 2AP
10. Update debtors register and report to PAAO for monthly meetings
11. Prepare Finance One report on Budget spending and Cost recoveries enquired for monthly budget monitoring
12. Reconcile all payments on Operating accounts, Special accounts (Blow the line items) and Projects accounts.
13. Prepare virements and do follow ups.
14. Follow up all payments
15. Reconcile debtors accounts
16. Follow up outstanding invoices
17. Assist with assets stock taking
18. Prepare Irregularity Report on vehicle issues
19. Update and monitor Ministry’s vehicle Insurance policy and Registration fees.
20. Submit Accounts Reports to PAAO and ACEO CSU when needed.
21. Follow up Treasury Report for all official trips.

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| Core Competencies/Selection Criteria |

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| **Skills and Abilities** | ***Problem Solving***   * Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context * Understands theoretical side of matters and application in practical situations on arising issues where relevant * Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules |
| **Skills and Abilities** | ***Building Relationships***   * Client focussed, understands, facilitates and commits to effective service delivery * Builds and sustains relationships within the organisation and across the public service * Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale * Promotes the purpose of the organisation through networking and reciprocal sharing of authorised information with clients and the wider public |
| **Skills & Abilities** | ***Achieves and Delivers Results***   * Understands and appreciates the organisation’s direction, through the implementation of set work tasks towards the achievement of corporate objectives * Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results |
| **Skills & Abilities** | ***Communication and Presentation skills***   * Communicates clearly in written and verbal * Correspond, convey and report in sequential order information and work related matters to minimise misinterpretation * Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale |
| **Personal Attributes** | **Commitment and Personal Drive**   * Work effortlessly in any circumstances * Committed to the work, team and organisation by cooperating in team activities and valuing the input of staff at every level. * Work together to achieve a common purpose |
| **Personal Attributes** | ***Integrity***   * Acts with integrity at all times * Demonstrates precision in assigned work operations and decision making * Role models professionalism, impartial and objectivity in approach to sensitive matters * Presents authorised information where needed |
| **Personal Attributes** | ***SPS Values***   * Familiar with the Code of Conduct * Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. |
| **Experience & Past Work Performance** | * Minimum 3 years relevant working experience in Accounting practice (Essential) * Demonstrated ability to apply prudent Accounting principles. (Essential) * Good understanding of Finance One System (Essential) * Must be computer literate in Microsoft office programs (Excel, Word, Access, Power Point) * Good understanding of the Public Financial Management Act (PFMA) and GoFAR Financial System. |
| **Qualification** | * Must have Certificate in Commerce/Accounting or relevant discipline from a recognized tertiary Institution (Essential) |