
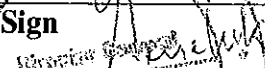

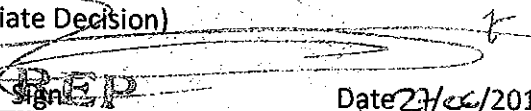


**Public Service Commission  
Job Description Form**

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

<b>1</b>	<b>Job title</b>	<b>Senior Finance Officer</b>	
<b>2</b>	<b>Post number</b> Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3022	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested by Teaching Service Commission ... So 5.0 PSC DECISION</b>	
<b>4</b>	<b>Ministry</b>	<b>Education</b>	
<b>5</b>	<b>Department</b>	<b>Teaching Service Commission</b>	
<b>6</b>	<b>Location</b> Where the position is located	<b>Port Vila</b>	
<b>7</b>	<b>Purpose</b> "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	Develop, monitor and report on annual recurrent and development budgets.	
<b>8</b>	<b>Key Result Areas (KRAs)</b> refers to general areas of outcomes or outputs for which the post/role is responsible.	<b>9</b>	<b>Key Performance Indicators (KPIs)</b> refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>8.1</b>	Development and Management of TSC Budget	<b>9.1</b>	Recurrent and development budget Expenditure and Commitments Analysis and interpretation of budgets Financial annual report
<b>8.2</b>	Payroll for teachers completed	<b>9.2</b>	80% of TSC and teachers' payroll completed
<b>8.3</b>	VNPF Processed	<b>9.3</b>	80% of PSC and teachers' VNPF completed
<b>8.4</b>	Allowances, entitlement and severance pay	<b>9.4</b>	60% of all teacher allowances, entitlement and severance completed
<b>8.5</b>	Teachers payroll audited and Bank application	<b>9.5</b>	<ul style="list-style-type: none"> <li>60% of teachers' and TSC administrators' payroll issues reduced</li> <li>Payroll audited</li> </ul>
<b>8.6</b>	Increment processed and recorded	<b>9.6</b>	All employees' increment processed and recorded every December
<b>8.7</b>	MoE payroll system is audited and reviewed	<b>9.7</b>	Payroll system is audited and maintained
<b>8.8</b>	Budget heads and Journals for transfer teachers	<b>9.8</b>	90% of budget distribution and Journals completed
<b>8.9</b>	Payroll records filed and reported	<b>9.9</b>	90% of Payroll records filed and report Quarterly report produced
<b>10</b>	<b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
<b>10.1</b>	Developing annual recurrent and development budgets estimates by liaising with budget managers along with Department of Education.		
<b>10.2</b>	Monitoring Recurrent and development budget		
<b>10.3</b>	Reviewing annual budget		
<b>10.4</b>	Manage all commissions and councils budget		
<b>10.5</b>	Providing budget and transaction report to the Secretary and Teaching Service Commission		

	Chairman	
10.6	Reporting to Secretary and Chairman periodically on expenditure and commitments against budget. (Analysis and interpretation)	
10.7	Assisting Secretary and Chairman to take corrective action by way of journal entries, etc	
10.8	Preparing payroll for all MoE employees including daily rated, contracted staff, relief teachers and temporary staff.	
10.9	Dealing with all payroll matters in relation with VNPF	
10.10	Dealing with all changes and make any changes necessary for all payroll staff including teachers	
10.11	Maintaining increment records for all staff including teachers	
10.12	Conciliating annual budget with new appointment through ferret report	
10.13	Maintaining and updating the whole databases established in the Personnel/Payroll section	
10.14	Assisting with the reconciliation of finance payroll with the Department postings and Office Staff (Journals)	
10.15	To deal with all secondary and primary schools housing rents	
10.16	Assist with Bank applications on behalf of office staff and teachers	
10.17	Conducting comprehensive audit and payroll review in liaison with the PSO and MFE	
10.18	Writing an evaluative report on budgeting and financing of TSC	
10.9	Performing other duties as directed by the Secretary and the Chairman	
11	<b>Reports directly to</b> Title of Post and Level only	12 <b>Directly supervises</b> Title of Posts and level if any
	Secretary,	None
13	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	14 <b>Occasional Internal Personal Contacts with...</b>
	PSC staff under TSC and teachers.	Education Authorities
15	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	16 <b>Occasional External Personal Contacts with...</b>
	Payment section (Department of Finance), suppliers.	Other Government Departments.
17	<b>Impact of Decisions</b> (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	Significant impact on efficiency of resource allocation and utilization and on effective financial control.
18	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	<b>None.</b> Must handle TSC budget/finance and all payment matters in accordance with relevant legislations.
19	<b>Reason for Seeking Approval</b> (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	Existing post.
20	<b>CRITERIAS TO BE SELECTED FOR THIS POST</b> (Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	University degree or equivalent
20.2	<b>Special Business Education</b> refers to the field of study that would be preferable	Accounting and business management,

20.3	<b>Experience</b> e.g. number of years or level of experience in filling/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	Minimum of 5 years experience in financial accounting and budget management in a substantial public sector environment.  Good knowledge of government financial procedures and legislation. Able to operate specialized accounting software.
20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	Good accounting skills, Budget development and monitoring skills, Reporting skills Computer literate
20.5	<b>Thinking style</b> e.g. an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	<b>Communication/ Interpersonal Skills</b> list the skills required of this position	Listening, writing, reading, oral communication skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking.
20.8	<b>Language</b> "English , French and Bislama" is usual.	English, or French and, Bislama.
20.9		
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by ...</b>	Name John J. Garoleo Sign  Date 02/ 06 /2014
21.2	<b>Certified by or for the DG</b> that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign  Date 02/ 06 /2014
21.3	<b>Checked by OPSC</b> for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Ranta Sign  Date 24 / 06 /2014
21.4	<b>DECISION OF PUBLIC SERVICE COMMISSION</b>  Decision: <u>Approved</u> or Deferred or Amended Date of Decision: ..... (Circle the appropriate Decision)  Name <b>LAURENT REP</b> Sign  <b>SECRETARY</b> Date 27/06/2014 <b>OPSC</b>	