

Public Service Commission	
JOB DESCRIPTION	
<i>Ministry to prepare and request Approval by the Public Service Commission. Please contact the Human Resource Management Staff of the Public Service Commission Secretariat on telephone 23337 if you need help in understanding what to do. Some questions may not be applicable to junior posts.</i>	
1	Job Title Principal Finance Officer
2	Post Number PSC to allocate a level to be used in all subsequently correspondence. 3202
3	Level Suggested by Ministry and determined by PSC Suggested by or for Director General . . . F Ps 5.6
4	Ministry Education
5	Department Finance Unit, Administration & Finance
6	Location Port Vila
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or the Budget Papers for higher level Posts. Assist the Director General to meet all requirements of the PFEM Act and regulations. Provide efficient and effective financial and management accounting services to the Ministry.
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.
8.1	- Compliance with PFEM Act and Financial Regulations
9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
9.1	Provide monthly reports on: <ul style="list-style-type: none"> ○ All funds expenditure analysis report ○ All funds financial report ○ All funds transactions details ○ Payables and receivables processed and paid ○ Record for all accounts receivable and accounts payable ○ Accounting for all imprests ○ Major issues arising with all funds
10	DUTIES AND RESPONSIBILITIES Simple statements starting with an action word; more important ones first; less than 10; co 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.
10.1	Planning <ul style="list-style-type: none"> • Provide financial analysis and advisory services in support of internal planning, budgeting process and financial management including annual financial risk management for ministry executives.
10.2	Budget and cash management <ul style="list-style-type: none"> • Prepare the annual budget forecast for the ministry in accordance with the requirements of the MFEM, in collaboration with the Policy & Planning Unit. • Analyse cash flow monthly and advice Director General and Directors on cash management issues • Provide MFEM with a forecast of monthly cash flow for all expenditure and revenue items included in the ministry budget • Manage virements or advances of funds between programs, activities or departments. • Assist MFEM as required to prepare the Government of Vanuatu fiscal strategy reports and economic and fiscal updates in accordance with the requirements of MFEM. • Ensure that warrant is not exceeded. • Ensure effective management of school grants and the use and usefulness of school grants at the school level.

10.3	<p>Manage accounting operations Control and manage all accounting process including:</p> <ul style="list-style-type: none"> • Accounts receivable and debt collection • Cash receipting and banking • Purchasing • Inventory management (where applicable) • Asset management • Payroll management • Accounts management and supplier management • Payments • Manage cash imprest • Maintain proper accounts 	
10.4	Provide financial management for all development fund.	
10.5	<p>Management reporting</p> <ul style="list-style-type: none"> • Provide monthly report to management and other reports as required to meet internal decision-making and operational needs for the ministry. 	
10.6	<p>External financial reporting</p> <ul style="list-style-type: none"> • Prepare financial statements and reports as required by the Director of Finance. • Assist MFEM to prepare quarterly and annual financial statements in accordance with s. 24 of the PFEM Act. • Provide financial reports for donors as and when requested. 	
10.7	<p>Control</p> <ul style="list-style-type: none"> • Firm decision taken in accordance with regulations to ensure that children's benefits are maximized. • Establish and maintain adequate procedures, systems and resources to ensure effective and efficient management, including: <ul style="list-style-type: none"> ○ Financial delegation for payment approval, certification and raising and for receipting ○ Financial process documentation ○ Register of signatories ○ Use of accountable forms; ○ Security of accounting records and access to system. 	
10.8	<p>Cost accounting</p> <ul style="list-style-type: none"> • Provide costing of service and economic cost benefit analyses as required. 	
10.9	<p>Financial systems management</p> <ul style="list-style-type: none"> • Ensure all transactions are processed using the centralised financial management information system. • Manage all accounting systems for the whole ministry. 	
10.10	Perform Other duties as required by the Director	
11	Reports Directly to <i>Name of Post and Level only.</i>	Director Administration & Finance
12	Directly Supervises <i>Name of Posts and Level, if any</i>	Finance Unit Staff, MOE
13	Frequent Internal Personal Contacts with ... <i>("Internal" means within the Ministry)</i>	Directors and senior staff in the ministry
14	Occasional Internal Personal Contacts with ...	Minister, Director General, Other Ministry staff
15	Frequent External Personal Contacts with... <i>("External" means other Ministries and the community)</i>	Ministry of Finance & Economic Management

16	Occasional External Personal Contacts with ...	Public Service Commission, Departments, State Law Office, Other Ministries, Non Government Organizations, Donor Agencies, Suppliers and Clients of the Ministry. Other department's senior finance officers and human resources officers.
17	Impact of Decisions (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.	<ul style="list-style-type: none"> - High level of financial management especially in allocation, utilisation, accounting and reporting of financial resources. - A well-established effective and efficient management accounting and financing service - Prevent risk of fraudulent activities - Ensures compliance with legal and financial requirements - Promotes transparency and accountability within the system - Improvement of financial and management accounting at the provincial and school level.
18	Special Conditions e.g. if unusual work hours, equipment or travel	Regular unsocial hours of work will be considered.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading, Establish Post for a Temporary Employee; State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	To review of current post to oversee the Ministry's financial and management accounting operation.
20	CRITERIAS TO BE SELECTED FOR THIS POST (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	Qualification Remember education is only one indicator of capability to do the job and is mostly "an advantage" or "highly desirable"	Degree from a recognized tertiary institution
20.2	Special Business Education refers to the field of study that would be preferable	Accounting or related field of study
20.3	Experience e.g. number of years or level of experience in filing/ 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	<p>At least 5 years in positions relating to all or some of the duties and responsibilities in the public or private sector.</p> <p>Ability to understand legislative requirements and to implement effective processes to conform with those requirements</p> <p>Sound understanding of external parties funding systems</p> <p>Some knowledge of accounting software</p>
20.4	Special Skills e.g. vehicle license, driving record, particular experience etc	<ul style="list-style-type: none"> • Effective supervisory skill • Accounting skills • Planning skills • Report writing skills. • Computer skills (i.e. Knowledge of MS Word & MS Excel)
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	<ul style="list-style-type: none"> • Analytical and practical thinker

20.6	Communication/ Interpersonal Skills list the skills required of this position	<ul style="list-style-type: none"> • Good communication skills • Negotiation skills • Professional customer relationship skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking, Honest and punctual
20.8	Language "English or French and Bislama" is usual.	Bislama and English or French
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by Director Administration & Finance	Name John J. Garoleo Sign  Date 02/ 06 /2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required, and a Financial visa has been obtained from MFEM	Name Jesse Dick Joe Sign  Date 02/ 06 /2014
21.3	Checked by PSC for completeness and consistency; check structure; arrive at Level and Post Number.	Name L. Rantes Sign  Date 4/7/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended (Circle the appropriate decision)	
	Name  Sign  Date 25/05/2014	