

## 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>BUDGET ACCOUNTANT</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.	<b>3203</b>		
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	<b>Suggested for or by Director General.....So 5.0</b>		
<b>4</b>	<b>Ministry</b>	<b>Education</b>		
<b>5</b>	<b>Department</b>	<b>Finance Unit, Administration and Finance Division</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.	To assist in providing effective and efficient management accounting and financial services within the Ministry.		
<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>	Administration of finance and management accounting functions	<b>9.1</b>	Provide monthly reports on <ul style="list-style-type: none"> <li>• All funds financial report</li> <li>• All funds transactions details</li> <li>• All funds payroll details</li> </ul>	
<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>	Performing the financial and management accounting functions within the Ministry.			
<b>10.2</b>	Communicate and compliance with MOE, PSC and MFEM legislations.			
<b>10.3</b>	Coordinate the development of annual budgets by liaising with managers, management and donor partners.			
<b>10.4</b>	Monitoring the speed and use of budgets.			
<b>10.5</b>	Prepare monthly financial extracts on all funds, all transactions details and payroll details for all activity managers.			
<b>10.6</b>	Prepare financial visas for vacant positions within the Ministry.			
<b>10.7</b>	Ensure that all financial transactions complies with the PFEM Act, Financial Regulations, and with funding agreements with donor partners.			
<b>10.8</b>	Monitor and mentor the provincial education officers in maintaining their cashbook and providing accurate reports to the Ministry.			
<b>10.9</b>	Assist the Expenditure Review Analyst, MOE, to analyse and review expenditure on a monthly, quarterly and annual basis.			
<b>10.10</b>	Assist the School Finance Officer, MOE, to monitor and mentor heads of schools and school finance officers (school level) in maintaining their cashbook and providing accurate reports to the Ministry.			
<b>10.11</b>	Assist to develop schools training manuals and coordinate trainings for all heads of schools on financial and management accounting.			
<b>10.12</b>	Assist to develop a financial and management accounting software to be used by all schools.			
<b>10.13</b>	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.			
<b>10.14</b>	Attending regular meetings of the Finance Unit and any other relevant meetings that is deemed			

	to have an impact on the financing of the Ministry.	
<b>10.15</b>	Performing other duties as directed by Finance Manager.	
<b>11</b>	<b>Reports directly to</b> Title of Post and Level only	<b>12</b> <b>Directly supervises</b> Title of Posts and level if any
	Finance Manager	None
<b>13</b>	<b>Frequent Internal Personal Contacts with...</b> ("Internal" means within the Ministry)	<b>14</b> <b>Occasional Internal Personal Contacts with...</b>
	Policy & Planning Unit, Human Resource Management Unit, Activity Managers, Provincial Finance Officers, Directors	Provincial Education Officers, Other MOE Staff, Heads of Schools
<b>15</b>	<b>Frequent External Personal Contacts with...</b> ("External" means other Ministries and the community)	<b>16</b> <b>Occasional External Personal Contacts with...</b>
	Department of Finance and Treasury: Treasury.	Department of Finance & Treasury: Finance; Donor Partners
<b>17</b>	<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.	-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.
<b>18</b>	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Irregular, unplanned, intensive workload variations due to demands of the Ministry will be considered
<b>19</b>	<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)	Revision of existing Job Description
<b>20</b>	<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 <b>one</b> indicator of capability to do the job.)	
<b>20.1</b>	<b>Qualification</b> the required qualification for the job e.g certificate, diploma, degree...	Degree
<b>20.2</b>	<b>Special Business Education</b> refers to the field of study that would be preferable	Accounting or related field of study
<b>20.3</b>	<b>Experience</b> 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	At least 3 years' experience in Public or Private Sector in accounting or financial management area.  Demonstrated ability to write reports Ability to understand legislative requirements and to implement effective processes to conform with those requirements  Ability to train officers in financial and management accounting

20.4	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	<ul style="list-style-type: none"> <li>• High level of financial and management and accounting skills</li> <li>• Quantitative Skills</li> <li>• Knowledge of MS Word &amp; MS Excel</li> <li>• Knowledge and use of Smartstream or an accounting software will be an advantage</li> <li>• Professional customer relationship skills</li> </ul>
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	<ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Negotiation skills</li> <li>-</li> </ul>
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking, Honest and punctual
20.8	<b>Language</b> "English , French and Bislama" is usual.	Bislama and English or French
21	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
21.1	<b>Prepared in the Ministry by Director Administration &amp; Finance</b>	Name John J. Garleo <b>Sign</b> 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 <b>Sign</b> 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. Rantier <b>Sign</b> Date 24/ 6/2014
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</b> <b>SECRETARY</b> <b>OPSC</b> Date <b>27/06/2014</b>	