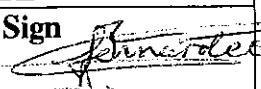
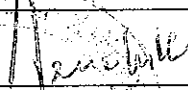

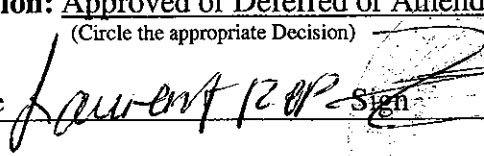


## Public Service Commission Job Description Form

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>	SEO ACCOUNTANT	
<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.	3206	
<b>3</b>	<b>Level</b> Suggested by Ministry and determined by PSC	Suggested by or for Director General. . . .So 5.0	
<b>4</b>	<b>Ministry</b>	Education	
<b>5</b>	<b>Department</b>	Finance Unit, Administration and Finance Division	
<b>6</b>	<b>Location</b> Where the position is located	Port Vila	
<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>	- Administer financing and management accounting functions - Compliance with PFEM Act and Financial Regulations	<b>9.1</b>	Provide monthly reports on <ul style="list-style-type: none"> <li>• Recurrent fund financial report</li> <li>• Recurrent fund transactions details</li> <li>• Payables and receivables processed and paid</li> <li>• Record for all accounts receivable and accounts payable</li> <li>• Accounting for all imprests</li> <li>• Major issues arising with recurrent fund</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>	Manage the Recurrent Fund to ensure that all information captured on FMIS is accurate and reliable.		
<b>10.4</b>	Prepare monthly reports on the Recurrent Fund.		
<b>10.5</b>	Prepare acquittal statements, and reports at the end of each year.		
<b>10.6</b>	Ensure that all transactions within the Recurrent Fund complies with the PFEM Act, Financial Regulations, and with funding agreements with donor partners.		
<b>10.7</b>	Processing all payables for the Ministry, and ensuring that they are paid within the terms of trade.		
<b>10.8</b>	Processing all grants to educational institutions and education offices.		
<b>10.9</b>	Processing all receivables for the Ministry.		
<b>10.10</b>	Processing all imprests - standing and accountable imprests.		
<b>10.11</b>	Ensure compliance with internal procurement procedures.		
<b>10.12</b>	Prepare journal entries for charges to incorrect chapter heads.		
<b>10.13</b>	Prepare requests for virements and advances of funds.		
<b>10.14</b>	Prepare and review monthly and annual cashflows for the Ministry.		
<b>10.15</b>	Assist to prepare project profiles, project green forms and vat exemption forms.		

<b>10.16</b>	Assist to verify roll-over of project funds or refund donors at end of project life.	
<b>10.17</b>	Assist to copy and file of all financial documents processed by the Finance Unit.	
<b>10.18</b>	Assist to perform banking tasks for the Ministry.	
<b>10.19</b>	Assist to monitor and mentor the provincial education officers in maintaining their cashbook and providing accurate reports to the Ministry.	
<b>10.20</b>	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.	
<b>10.21</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>10.22</b>	Performing other duties as directed by PEO Finance, Director or Director General.	
<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
	PEO Finance	Accounts Clerk – Recurrent
<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>
	Activity Managers, Directors	Provincial Education Officers, Other MOE Staff
<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: Payments & Payroll Units; Treasury.	Commercial Banks, DSPPAC, Customs, Major suppliers of goods and services, other Government Departments
<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 - Minimise risk of fraudulent activities - Ensures compliance with legal and financial requirements - Promotes transparency and accountability within the system
<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 one 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...	At least a 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 2 years' experience in Public or Private Sector in accounting or financial management area
<b>20.4</b>	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/ excel etc	- High level of financial and management accounting skills - Demonstrated ability to write reports - Ability to understand legislative requirements and to implement effective

		processes to conform with those requirements - Quantitative Skills - Knowledge of MS Word & MS Excel - Knowledge and use of Smartstream or an accounting software will be an advantage
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	- Good communication skills - Negotiation skills - Professional customer relationship skills
20.7	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	Patient, Reliable, Hardworking, Honest
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 of Administration &amp; Finance</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. Pantes Sign  Date 9/ 7/2014
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 <u>Laurent Lopez</u> Sign 	Date <u>25/09/2014</u>