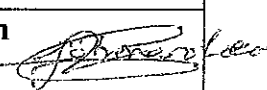
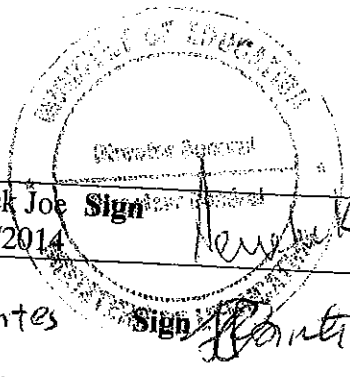


Public Service Commission Job Description Form

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 help completing this form.

1	Job title	ACCOUNTS CLERK – RECURRENT		
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3208		
3	Level Suggested by Ministry and determined by PSC	Suggested by or for Director General . . . J Cs 2.6		
4	Ministry	Education		
5	Department	Finance Unit, Administration and Finance Division		
6	Location Where the position is located	Port Vila		
7	Purpose "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.		
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.	
8.1	- Administer financing and management accounting functions - Compliance with PFEM Act and Financial Regulations	9.1	Provide quarterly report on <ul style="list-style-type: none"> • Payables and receivables processed and paid • Record for all accounts receivable and accounts payable • Accounting for all imprests 	
10	Duties and responsibilities 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.			
10.1	Performing the finance and management accounting functions within the Ministry.			
10.2	Communicate and compliance with MOE, PSC and MFEM legislations.			
10.3	Assist the Accountant in processing all payables for the Ministry, and ensuring that they are paid within the terms of trade.			
10.4	Assist the Accountant in processing all receivables for the Ministry.			
10.5	Assist the Accountant in processing all grants to Provincial Education Offices, schools and other educational institutions.			
10.6	Assist the Accountant in processing all imprests - standing and accountable imprests.			
10.7	Assist the Accountant in processing payroll dues, home island and transfer refunds for staff.			
10.8	Assist the Accountant to ensure compliance with internal procurement procedures.			
10.9	Assist the Accountant to prepare journal entries for charges to incorrect chapter heads.			
10.10	Copying and filing of all financial documents processed by the Finance Unit.			
10.11	Performing banking tasks for the Ministry.			
10.12	Observe the channel of communication for effective working relationships in undertaking the commitments for the Ministry.			
10.13	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.			
10.14	Performing other duties as directed by Finance Manager.			
11	Reports directly to Title of Post and Level only	12	Directly supervises Title of Posts and level if any	
	Accountant		None	

13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14	Occasional Internal Personal Contacts with...
	Activity Managers, Drivers, Secretaries, Executive Officers		Directors, Provincial Education Officers, Other MOE Staff
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
	Department of Finance and Treasury: Payments & Payroll Units;		Commercial Banks, Major suppliers of goods and services, other Government Departments
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.		-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
18	Special Conditions 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
19	Reason for Seeking Approval (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
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 the required qualification for the job e.g certificate, diploma, degree...		At least a Certificate 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		At least 2 years' experience in Public or Private Sector in accounting or financial management area
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc		<ul style="list-style-type: none"> Financial and management accounting skills and knowledge Knowledge of MS Word & MS Excel Professional customer relationship skills
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....		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
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 , 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.	Name Jesse Dick Joe Date 02/06/2014 Sign <i>Jesse Dick Joe</i>
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name L. Rantes Date 24/6/2014 Sign <i>L. Rantes</i>
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
Decision: <u>Approved</u> or Deferred or Amended Date of Decision:		
<small>(Circle the appropriate Decision)</small>		
Name	LAURENT REP <i>[Signature]</i> Sign	Date 27/02/2014
SECRETARY		
OPSC		

