



**SOLOMON ISLANDS ELECTORAL COMMISSION**

Vavaya Ridge  
PO Box 1500  
Honiara, SOLOMON ISLANDS  
[www.siec.gov.sb](http://www.siec.gov.sb)



Vote blo iu, Voice blo iu

Phone (677) – 21198/21199

Fax (677) –21463

---

## **JOB DESCRIPTION**

### **SECTION A- POSITION DETAILS**

**POSITION TITLE:** Provincial Accountant (PA)

**MINISTRY:** Solomon Islands Electoral Office

**DIVISION/SECTION:** Corporate Service

**DUTY STATION:** Assigned Province

**POSITION NUMBER/S:** 268-T0111-120

**MINISTRY VACANCY REF:** SIEO/102/23

**POSITION LEVEL:** Contract

**SALARY RANGE:** Fixed Rate

**THIS POSITION REPORT TO:** Election Manager/ SIEO

### **SECTION B- SCOPE OF DUTIES – PROVINCIAL ACCOUNTANTS**

This position will provide general accounting support, coordinate financial activity at the Provincial Election Administration Office and provide internal and external accounting support for the Election Manager, and Returning Officers, linking closely with the Solomon Islands Electoral Office.

This role requires a high level of professionalism, accountability, record management, compliance with Financial Instructions, discretion, organisation and attention to detail. Excellent financial skills are a must. It would suit a “people person” who enjoys a diverse workload and is highly flexible and adaptable to a fast-paced working environment

There will be one Provincial Accountant per Province. The Provincial Accountant is generally responsible for overseeing and responsible for an imprest Account/ drawing of Cheques from SIEO-HQ to cover the expenditure of incidental items not supplied by SIEO and to keep proper and detailed accounting and supplying such details to SIEO when the imprest account is closed.

### **SECTION C: KEY DUTIES**

The Provincial Accountant (PA) will be required to:

1. Analysing trends, costs, financial commitments, and obligations incurred to predict future expenses.
2. Reports finances to the Manager and offers suggestions about resource utilization, and assumptions underlying budget forecasts.

3. Compiling, analysing, and reporting financial data to the SIEO finance department.
4. Assisting the Manager and Officers in the decision-making process by preparing their budgets and financial forecasts.
5. Maintaining accurate financial records.
6. Raise purchase requisitions for the office;
7. Record and monitor financial allocations in the office accounts.
8. Provide informed input to the budgeting process;
9. Raise requisitions and special imprest for funding for the electoral events, have them signed by the Manager, and arrange for lodgement with the Solomon Islands Electoral Office in Honiara;
10. Assess and verify acquittals of accounts and Funding Request forms for additional funds;
11. Manage funds in the imprest account(s), and acquit accounts on completion of the Registration event;
12. Produce and record, monthly financial accounts or as required by the Solomon Islands Electoral Office Finance Division;
13. Prepare financial reports for the SIEO and Manager

#### **SECTION D: KEY DELIVERABLES**

- i. The incumbents of this position will have their performance assessed according to the progression of full implementation of the key duties .
- ii. Keep an accurate diary of all occurrences throughout the whole Election period
- iii. Accurate budget planning, forecasting, and management to ensure continuous delivery of election outcomes
- iv. Fully compliant with Financial Instructions and regulations in decision making, record management, systems, and activities
- v. fully compliant with all Solomon Islands Government standardised officer travel and event management allowance and expense management
- vi. Timely, and fully compliant account management and reconciliation per instructions
- vii. Responsive, accurate and timely financial reporting to SIEO
- viii. exemplary performance and representation of SIEC at province
- ix. Completion of other duties assigned by the senior managers and 100% attendance and Compliance with Public Service Code of Conduct achieved

#### **SECTION E – QUALIFICATIONS AND CAPABILITY**

##### **Mandatory Qualifications**

- The Provincial Accountant will normally be a Provincial Government Officer currently or actively hold a such position as Treasurer, Deputy Treasurer or Senior Accountant Officer. This is of course subject to the performance of the officer

during past Registration and Election events. The SIEC, therefore, reserve the right to engage another provincial based official with

- a. Diploma with 5yr exp or Degree with 4 yrs experience in finance and accounting, and
  - b. Demonstrated management capability and ability to carry out the functions of the Provincial Accountant, and
  - c. deep understanding and application of the SI government financial Instructions, regulations and systems
- declared fit and healthy to meet required services and responsibilities
  - no history of, and free of any police charges

### **Desirable Qualifications/Experience**

- Prior experience, and high performance in a similar role during past election events and voter registration, would be an advantage
- proven experience in budget projections and cost management for small teams implementing national and provincial program, simultaneously across the province
- capability to immediately report concerns or anomaly to supervisor or SIEO

### **Knowledge/ Ability :**

- Broad knowledge and understanding of the Solomon Islands Government's Financial Instructions and regulations.
- Good understanding of the fundamentals of a free, fair, credible democratic election and strong leadership qualities.
- Must possess good communication skills with a high degree of confidence when dealing with Field Staff and Service Providers' payments.
- exceptional report writing skills, high computer literacy and full application of all MS Office programs
- Good understanding and application of the SI government financial system.
- Demonstrated management capability and ability to carry out the functions of the Provincial Accountant.
- Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Provincial level.

## **SECTION F - KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following key selection criteria:

- KSC-1**      Excellent knowledge, understanding, and application of government Financial Instruction, laws and processes governing the expenditure of allocated funds to complete all election activities and initiatives. Supported by recent performance assessments and ability to meet deliverables.

- KSC-2** Officer must not be affiliated with any, political party, not support any candidate, or have any political connection at all and must demonstrate experience of highest impartiality, neutrality and unbiased judgement possible, and must not be a consenting candidate for elections.
- KSC-3** Have excellent written, interpersonal and verbal communication skills with a demonstrated ability and confidence to develop budgets, future projections, reports, acquittals and reconciliation of accounts within the government framework of required evidence, approvals, and allowances. finance record management, and account reconciliations.
- KSC-4** Demonstrated good problem-solving skills, conflict resolution and analysis, time management, planning, coordination skills and high self-motivation
- KSC-5** Demonstrate a strong commitment to upholding principles of Democratic Universal Suffrage, Impartiality, unbiased, braveness, confident, able to withstand registration-related pressure and resolve issues to objection and omission case by case.

**SECTION G - TERMS AND CONDITIONS**

The remuneration of the Provincial Account will be according to the remuneration stipulated in the Contract of Service.

Other conditions of engagement relevant to this position:

- A. Leave will not be approved for the duration of the contract
- B. The PA may be required to work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the PA must fully lead and/or participate in all assigned SIEC/SIEO training and workshop initiatives

**SECTION H - APPROVAL (Authority use only)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office in achieving its corporate objectives:*

*[Handwritten Signature]*  
 .....  
 for Chief Electoral Officer/Responsible Officer

*29/11/2023*  
 .....  
 Date Approved

Additional Comments: