



Solomon Islands National Provident Fund Board

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The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973 making it the only National Superfund in Solomon Islands.

SINPF R&S Form 2

Job Description:

Part 1: Position Detail		Part 2: Position Location	
Position Title:	Members' Accounts Reconciliation Officer	Department:	Employers and Members Services
Position level:	4.01	Section:	Employers Services
Position No: (existing positions only)	-	Workstation/ Location:	SINPF Honiara Office
Position Status:	Full Time	Province:	Guadalcanal/Honiara
Role Purpose			
The essence of this position is to manage and sustain the daily reconciliation of members' contribution accounts to achieve quality data in the members' accounts.			

Part 3: Reporting Responsibility	
Reports to; 1. Assistant Manager Employers Services	Directly Reports to; 1. Supervisor Member Accounts
Key Stakeholders	
Internal stakeholders? NA	External stakeholders? - NA

Part 4: Position Detailed Requirements

4.1 – The Key Duties and Responsibilities

The key duties and responsibilities of this position will require assuming the following tasks:

1. Reconciliation of members' contribution accounts.
2. Reconciliation of members' suspense accounts
3. Scanning and filing of journal adjustments.

4.2 – The Key Result Areas and Key Performance Indicators *[Insert the expected Key Focus Areas [(KRA), (KPIs)] in the schedule below]*

Main Duties and Responsibilities		Rating	
Key Result Areas	Key Performance Indicators	Weight of KPI	Target (% , No. of Days, Date. etc.)
To be provided on commencement of Appointment			

4.3: Required Qualifications To Be Successful	
Key Qualification(s)	Other Required Qualification
Bachelor/Diploma in Business Finance and Administration, Accounting or other related qualification	- 2-5 Years of work experience in the similar field

4.4 Expected Capabilities and Attributes

The required expected capabilities and attributes to be possessed by the incumbent to this position includes but not limited to the following;

1. Equipped with Strategic Capabilities to enhance the reconciliation function of the Employers Section.
2. Display excellent comparative analytical skills to make sound decisions on reconciliation issues
3. Effective Communication skills both in written and ICT Literate (MSOffice Application).

4.5 – Expected Standards for Selection

To be considered for this position the following are the expected standards required:

1. Adaptability in team culture as a team player
2. Excellent reconciliation skills
3. Create a culture of continuous improvement on the compliance areas to reduce compliancy issues.
4. Equipped with ethical behavioural qualities
5. Quality time management and ability to remain focus on assigned tasks

Part 5: Remuneration Package	
Annual Salary: As Per SINPF Level 4 Salary Structure	Accommodation: As Per SINPF Housing Policy
Annual Leave Entitlement: 25 Working Days	Staff Medical Welfare: As Per SINPF Staff Medical Welfare Policy
	Transport Allowance: As Per SINPF Transport Policy

Part 6: For Official Use	
<i>Having fulfilled the objectives verifying the accuracy of this Job Description as expected to meet the SINPF Board goals and objectives I hereby endorse this Job Description.</i>	
Other Remarks	
<i>This is an endorsed existing established position within the Employers and Members Services Department; Members Services Division.</i>	
Signature:	Date:
GM/CEO SINPF Board	