

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.

1	Job title	ADMINISTRATION & FINANCE OFFICER	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	0067	
3	Level Suggested by Ministry and determined by PSC	PS 5.1	
4	Ministry	Ministry of Prime Minister (MPM)	
5	Department	Language Services Department (LSD)	
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 provide administration, finance and human resource services with 100% compliance to PFEM & CTB ACTs.	
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	Administration of the Department's account.	9.1	Quarterly financial reports submitted to Director with 100% compliance to PFEM & CTB ACTs
8.2	Settlement of bills.	9.2	a) Electricity & Water bills settled. b) Invoices recorded.
8.3	Control of the expenses of the Department.	9.3	a) Receipts of fund spending recorded. b) Amounts spent justified. c) Quarterly financial reports submitted to Director.
8.4	Preparation of annual budget.	9.4	Budget submitted to Finance Officer PMO.
8.5	Control of staff leave.	9.5	Records established.
8.6	Management of Department's assets.	9.6	Records established.
8.7	Appraisal of Cleaner.	9.7	Cleaner appraised.
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	Administer the Department's accounts;		
10.2	Administer the Department's assets;		
10.3	Supervise the Department's Cleaner;		
10.4	Coordinate the maintenance of IT system of the Department;		
10.5	Coordinate the maintenance of the office car;		
10.6	Control the expenses of the Department;		
10.7	Control the leaves of the Department's staff;		
10.8	Settle electricity and water bills on time;		
10.9	Prepare quarterly financial reports on spending of the Department for submission to Director;		
10.10	Co-prepare the annual budget of the Department;		
10.11	Maintain accurate records of staff Job Descriptions;		
10.12	Perform any other work related duties as reasonably required by the Department's Director.		
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