



Position Description – Finance Assistant

Location:	Honiara, Solomon Islands
Duration:	Full time (or Part time with flexible hours by negotiation for an outstanding candidate)
Line manager:	Finance Manager
Direct reports:	None

Background

Strongim Bisnis is an innovative pro-business program funded by the Australian Government. It works with Solomon Islands' businesses to increase their productivity, access more income earning opportunities and higher value markets and to become more resilient. Strongim Bisnis supports the private sector and the Solomon Islands Government to increase opportunities for trade and investment to accelerate business growth. A key focus of the program is to ensure Solomon Islands women, youth and people with disability have increased economic opportunities. The program takes a market systems approach to unlock opportunities for growth in selected sectors (including cocoa, coconut products, tourism, timber, waste management, horticulture and financial services).

Position summary and purpose

The Finance Assistant works in the operations team to support the smooth delivery of the financial functions of the program. The position reports to and supports the Finance Manager with finance related tasks, but may have tasks relating to, HR, office management and logistics support if the need be.

The Finance Assistant will work with the Finance Manager to maintain financial accounts to support project staff in tracking of project expenses and to ensure that all transactions are executed according to the Donor rules and meet the statutory obligations of the host country as well.

Act as a trusted representative of Strongim Bisnis, displaying professionalism and discretion in all interactions with the Strongim Bisnis team, partners and the wider public.

Duties and responsibilities

Finance

1. Assist in contacting suppliers to collect cheque payments when ready or alternatively, deposit into their bank account and advise suppliers accordingly.
2. Scanning and filing of all payment vouchers and save in monthly order in server. Naming of Scan Payment vouchers to be in the order by Date, Cheque/EFT# and Supplier Name.
3. Assist with Petty cash administration including:
 - Staff re-imbursments
 - Input petty cash vouchers in Receipts and Payment Statement (RPS) excel spreadsheet
 - Balance petty cash spreadsheet daily and lock in safe
 - Monthly reconciliation of petty cash records
 - Replenish petty cash when balance is down to \$2,000 or end of the month
 - Scan petty cash batch and save in server
4. Prepare paperwork and Raise Cheque/EFT payments of approved invoices
5. Record all Payment Vouchers (PV) in Payment register and enter in an Excel spreadsheet
6. Assist staff to enter expense receipts of advances to Acquittal Template

7. Update Monthly Withholding Tax (WHT) Record spreadsheet
8. Assist Finance Manager to extract financial data from RPS to prepare monthly and quarterly financial statement/Reconciliation
9. Cashing cheques and depositing unspent funds from Advances.
10. Assist Finance Manager to monitor partnership payments
11. Maintain a record of consultants and suppliers bank account details
12. Assist Finance Manager in coding of invoices received and entering them into excel RPS
13. Assist Finance Manager in extracting transactions from RPS and assigning it to activity code and update activity lead accordingly
14. Assist Finance Manager in supporting Business Advisors to track program spending on a monthly basis
15. Assist the Finance Manager to review all partnership payments and maintain a record of all partnership transactions
16. Follow up with suppliers for receipts of payments

General

Contribute to ensuring the workplace is healthy, clean, safe and secure.

Any other duties that may be required from time to time.

Required skills and qualifications

- Previous experience in a finance administrative role in business and/or a donor-funded program (with excellent references available or attainable).
- Understanding of accounting and procurement rules
- Ability to work within a team and independently.
- Ability to manage and prioritise a varied workload.
- Excellent communication and interpersonal skills.
- Excellent eye for detail.
- A driving licence and clean driving record is necessary.
- Demonstrated commitment to gender equality, youth empowerment, disability inclusion and Do No Harm principles.
- Prepared to work outside normal working hours if necessary, to support delivery of services