

JUDICIAL SERVICE ADMINISTRATION

JOB DESCRIPTION

POSITION DATA

Title: Accountant	Organisation: Supreme Court.
Employee:	Classification Level: GS 8.1; VT 3,029,000
Reports to: Chief Registrar and Chief Justice	
Location; Port Vila	Type of Appointment: Permanent

Position Summary

It is the responsibility of the Accountant to oversee all Management of the Accounts section's Staff and of Purchasing orders, and that all Purchasing are in line with the cost centre and Financial regulation, also the Accountant's responsibility is to monitor and reports on all Assets of the Judicial services. The Accountant is to oversee the Accounts and Assets section Operations.

Key Results Areas (KRA):

Key Performance Indicator(KPI):

1.	Sufficient Funds for daily operation and fixed expenses	1	All bills paid off
2.	Budgeting	2	Sufficient Fund to run the Judiciary services throughout the country
3.	Staff Supervision	3	Accounts staffing welfares and day to day task are attend to
4.	Revenue	4	Documentation of all Cash are accurate

Key Tasks :-

- Monthly reporting
- Supervise all finance transactions
- Oversees the commitment of LPO from time to time
- Oversee the collection of Revenue
- Advise Chief Registrar on warrant situation
- Checking of any calculation done by finance officer
- Updating the Chief Justice and the Chief Registrar on Budget situation
- Authorise running of all vehicle when delegated.
- Managing and overseeing all Judiciaries Assets
- Actively participate in HOD decision making
- Actively involved in managing of Auction sales by the Sheriff of the Supreme Court
- Maintain high level relationship/commitment with the department of fiancé.

Additional task

- Assist in interviews
- Any other duties and responsibilities directed by the Chief Registrar and the Chief Justice

Project and Goal

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- University Degree in Accounting, Financial Management, business administration or related field
- Demonstrate ability to identify and resolve conflict situations
- Good communication skills , both Verbal and Written
- Must be Fluent in English/French and Bislama
- Excellent reporting skills

PROFESSIONAL, TECHNICAL CAPABILITIES AND COMPETENCY

To undertake this Position as an Accountant, you need to meet the following requirement:-

- Minimum experience of 5 years experience in Senior Management and administration
- Experience in financial management
- Sound organizational and Time Management skills
- Basic Knowledge of the Justice System
- Good Mathematic and Book keeping skills
- Computer Literate with Microsoft Excel and MS word.
- Demonstrate excellent understanding of FMIS Accounts Payable system
- Good interpersonal and public relation skills
- Excellent verbal and written communication skills, including experience in writing reports and briefings to the Management.
- Must be an analytical thinker
- High level of leadership and management skill
- Able to meet date lines

WORKING ENVIROMENT

As an employee of the Judicial Services Commission you will be required to

- actively participate in the Judiciary services performance appraisal program
- comply with and contribute to meeting workplace and policy requirements
- Maintain the ethical and behavioural standards outlined.

You may be required to:

- Undertake Locally or overseas travel ,which necessitate overnight absences

- Work outside of the normal hours of work
- Be assigned to another position at the same remuneration level if required

Flexible working arrangements may be available depending on Judiciary services needs

SPECIAL CONDITIONS

The following special conditions apply to this Position

- Appointment is under the Judicial services and courts ACT 2000, Terms and conditions of employment
- May be directed to work in any islands of Vanuatu or the two main Cities either on temporary on ongoing basis.

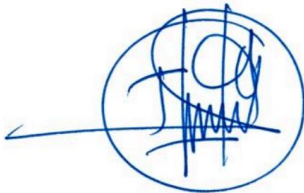
PROFESSIONAL ATTITUDE

- Must be honest and Reliable person
- Professional team player
- Maturity and tact and have high level of commitment to the job
- Able to work as a team

This Job Description is subject to review

Acknowledged By Employee.....Date:

Accountant




Approved By the Chief Registrar

Mr. Joel Shemi

Date: 9 March 2020

Prepared by HRO

..... Date