



CENTRAL BANK of SOLOMON ISLANDS
P.O. BOX 634, Honiara, Solomon Islands

VACANCY NO: 01/21

The Central Bank of Solomon Islands is seeking applications for a suitably qualified, experienced with highly trusted and self-motivated person to fill the position of **Telling Officer** currently vacant in the **Currency Banking & Payments Department**.

Expected Outcomes:

Responsible for sorting, verification, processing and acceptance of all authorized cash or cheques for payments at the CBSI till. Provide support services to front counter while performing and keeping accurate and reconciled till records of all money (inflows/outflows) and other valuable items involved in the transactions for safe custody.

Other expected roles/responsibilities of the teller as follows:

- ✓ *Prepare daily statements, answers inquiries and reconcile discrepancies in records and cash till.*
- ✓ *Teller is also accountable for the security of cash and transfers made during the daily banking hour by either staff and or public customers through exchange of soiled and torn notes.*
- ✓ *Cash accountability and cash security are strictly observed for dual controls at all times.*
- ✓ *To ensure that all transactions processed (in and out of the till) balance at the end of the day, weekly and monthly records and reports are checked, verified, accurate and timely.*
- ✓ *Provide banking and commercial telling supports in Currency Control Unit Operations.*
- ✓ *That all key combinations are held under dual control policy at all within security protocols observed.*
- ✓ *To ensure that all the telling transactions are putted into the Working Store database for Supervisor CCU to verify.*
- ✓ *Any other duties as may be required from time to time by the immediate supervisor, **Manager and Chief Manager CBP Department.***

Refer to Job Description accessible via CBSI website or at CBSI front desk officer.

Qualifications / Requirements:

The applicant must:

- Have at least a Diploma in Accounting or Banking or relevant field from a recognized Institution.
- Three years in a clerical / teller position in commercial, banking or accounting and telling roles.
- Hard working, good time management, able to multi task, available to work after hours whenever required and capable of working under pressure in a team environment.
- Competent in Microsoft Word, Excel, PDF and Internet exposures.
- Good behavioral, honest, trustful with planning and organizing ability with excellent communication skills with good interpersonal skills.

Terms and Condition:

The position is Grade 2.4 level of the CBSI salary structure. Other normal benefits as per Terms and Conditions of Service of CBSI shall apply to the successful applicant.

Application:

Written application must include:

- An updated Curriculum Vitae,
- 2 reference letters, one of whom must be a former/current employer and/or your lecturer
- Certified copies of academic transcripts.

Incomplete Application will not be considered. Only successful applicants shall be contacted.

Application Due Date

All applications shall reach the Central Bank of Solomon Islands no later than **4.30 pm on 2nd April 2021** and shall be address to:

The Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands or email to recruitment@cbsi.com.sb or apeter@cbsi.com.sb