



## Solomon Islands National University Job Description

<b>Title</b>	<b>Financial Systems Officer</b>
<b>Incumbent Name</b>	Vacant
<b>School/Department</b>	Finance Department
<b>Band</b>	B2.1
<b>Category</b>	Financial Systems
<b>Reports to:</b>	Director of Finance
<b>Location/Campus</b>	Finance Division/Kukum Campus

### Summary of Duties

The Senior Finance Systems Officer responsible in oversee the technical operational of Attaché Financial System and SMS Finance Modules and provide technical training and support to users  
 Review the financial application system processes and procedures, and update and make changes to the system and to ensure make sure the that the financial processes and procedures are correctly setup in the system  
 Maintenance and upgrading of Attache and SMS software and monitoring of financial systems and troubleshoot problems encountered by Attache and SMS

### Main Duties and Responsibilities

<b>Key tasks</b>	<ul style="list-style-type: none"> <li>• Oversees Attache Financial System and SMS Finance Modules as a functional administrator (Supervisor) providing system implementations, administration, and daily support to existing applications.</li> <li>• Recommends appropriate solutions to business before entry of financial information and reporting.</li> <li>• Provides training and assistance to new and existing users.</li> <li>• Set up the Financial systems for seamless integration between SMS and Attache</li> <li>• Acts as liaison with IT and functional users of the SMS and Attache systems and ensures that all users have connectivity at all times.</li> <li>• Assists with developing project plans for deployment of new technology.</li> <li>• Prepares documentation on financial application processes and procedures, as well as maintains documentation to include any updates or changes to processes.</li> <li>• Implement financial processes and procedures to ensure that the systems are correctly setup for data entry.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ensures that all Management reports are generated in a timely fashion from the SMS and Attache systems.</li> </ul> <p><b>Financial Systems Maintenance and Upgrade</b></p> <ul style="list-style-type: none"> <li>• Review, develop and maintain sound financial operating and information systems</li> <li>• Attache - Systems Administrator for the Attache System which includes the modules and systems</li> <li>• Day-to-day monitoring of financial system ad troubleshoot problems encountered by Atttache and SMS</li> <li>• EOY Reports - trial balances, balance sheet, GL data is all intact, organised and reported</li> <li>• Effective trouble-shooting - creating, enabling users and user accesses, GL posting errors, commitments, linkages and integrations between subsidiary ledgers to main ledger, and the various modules</li> <li>• Provides monthly variance reporting from the financial systems to Heads of Budget units</li> <li>• Assists with the Budget process</li> <li>• Assists with the Audit trail process</li> </ul>
<b>Dimensions</b>	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the financial management system accounts of day to day business activities and programme</li> <li>• To make decisions regarding the technical operational of Attache and SMS Financial Modules</li> </ul> <p><b>Resource management</b></p> <ul style="list-style-type: none"> <li>• To contribute to the overall management accounting system of the University financial information and reporting, budget maintenance and business planning</li> <li>• To alert the Director of Finance to any issues of accounts systems related and software troubleshoots</li> <li>• To contribute to the management of quality of financial information and reporting</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• To balance the competing pressures knowledge transfer, administrative demands and deadlines.</li> <li>• To skillfully work cross departments and functions in the resolution of management accounting system issues.</li> <li>• To take responsibility for conducting risk assessments and reducing hazards to staff working under his/her responsibility.</li> <li>• To engage in continuous professional development.</li> <li>• To understand and apply the principles of equality of opportunity in a support staff context.</li> </ul>

	<p><b>Decision Making Authority</b></p> <ul style="list-style-type: none"> <li>• Provision of advice to staff working under his/her supervision.</li> <li>• Assistance in the allocation of workload for area</li> <li>• Maintenance of management accounting information and reporting of discrepancies</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.</li> <li>• To be responsible for own health and safety and that of colleagues</li> <li>• To undertake other such other duties as may be reasonably expected.</li> <li>• To ensure a healthy and comfortable working environment</li> </ul>
<b>Qualifications required</b>	<i>Degree + 2 years’ post-degree relevant industrial experience in Finance and Information systems OR Advanced Diploma +4 yrs. relevant industrial experience.</i>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A minimum of a degree in accounting and information system</li> <li>• A professional membership certificate would be an advantage</li> <li>• Sound working knowledge financial management information systems</li> <li>• Good verbal and written communication skills in the English language including report writing, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management</li> <li>• Sound decision making and reasoning skills, and ability to develop ideas to solve problems and conduct operations analysis and quality control analysis</li> <li>• Sound and effective interpersonal and work leadership skills to provide guidance to other personnel</li> <li>• Minimum of 5 years’ experience in a supervisory role</li> </ul>
<b>Most frequent Contacts</b>	<p>Director Finance  Senior Executive management  Deans, Directors and Managers  Accounting Systems Providers  Other stakeholders</p>
<b>Document History</b>	
Approval Date/ Date of Classification	January 17 <sup>th</sup> 2019
Review Date	
Revision History	<b>Version 1 – 17.01.2019</b>
Signatures	

HR Officer	
Employee	
Director HR	

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## Terms and Conditions for Band 2 of the University Salary Structure

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary Range</b>	<b>SBD\$62,000.00 – SBD\$93,500.00</b> per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing:</b>	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University's Housing Policy. University housing through application and on availability of houses.
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee's home village with travel assistance of \$2000.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment

***Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.***