



Solomon Islands National University

Job Description

Title	Management Accountant
Incumbent Name	Vacant
School/Division	Finance
Grade/Band	Band 4.1
Category	Management Accounting
Reporting position	Director Finance

Summary of Duties

The Management Accountant responsible for financial reporting, budget formulation and monitoring, financial policies development, and provide first-level of financial advice and support to the Office of the Vice Chancellor, Pro Vice Chancellor Academic, Pro Vice Chancellor Corporate, Deans and Directors of Schools and Institutes, Directors and Managers of Divisions

The Management Accountant will also provide relevant and timely financial management information to assist Schools and Divisions with financial planning, decision making and management

Main Duties and Responsibilities

Key Tasks	<p>Budget Formulation and Forecasting</p> <ul style="list-style-type: none"> • Work with the Director of Finance and Director of Institutional Planning Development on the annual budget guidelines, instructions, templates and processes • Work with Schools and Divisions on the Annual Work Plan and Budget formulation and forecasting • Lead the Budget Team in consultation with the Schools and Divisions on the compilation and finalizing the Annual Work Plan and Budget • Presentation of Annual Work Plan and Budget to Senior Management Team, Finance and Investment Committee and Council for endorsement and approval <p>Budget Implementation and Execution</p> <ul style="list-style-type: none"> • Uploading of schools and divisions annual budget allocation to attache software
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- Administer and manage the schools and divisions annual work plan and budget
- Ensure university cash flow are prudently managed and funds are available on time
- Funds available to meet university commitments without disruptions
- Ensure university manages all assets prudently
- Assess possible risks and manage risks effectively

Budget Monitoring

- Monitor schools and divisions monthly and quarterly budget performance and work plan and activities
- Expenditures are monitored against cash flow availability as per revenues and income receipts
- Provide timely and accurate budget reports to schools and divisions and provide advice on monitoring of revenue collections and budget spending and maximum utilization
- University revenues collection and income are closely monitored to ensure integrity of budget forecasts and expenses
- Budget issues and challenges are highlighted and by Schools and Divisions are addressed satisfactorily
- Budget variances are reported and analyzed

Financial Management Information

- Effective and updated financial systems and software are in place
- Financial operations processes are clearly defined, robust internal controls are in place, and the financial information systems (FIS) captures incoming and outgoing financial transactions effectively
- Payroll - timely payments with updates in tax laws and payroll processes implemented. Payroll officers trained and all EOY procedures and roll-over implemented on time
- Financial Information system working effectively across all ledgers and registers
- Chart of Accounts reflects accurate account structure with systems for debtors and payables, revenue and expenditures
- Budget worksheets and workflows and authority and approval levels are functioning properly. Budget processes and reports are easy to access and transparent

Business planning, reporting and management

- Develop and compilation of annual budgets
- Training of staff on the application of Attache' Accounting System
- Prepare monthly and quarterly financial management reports

Others

- Other duties required by Director Finance and Vice Chancellor.

Dimensions

Problem solving and impact

	<ul style="list-style-type: none"> • To resolve problems affecting the management accounting on day to day business in accordance with Financial Regulations, Financial and Procurement Policies and Procedures • To make decisions regarding the operational aspects Administration and Human Resource Management within the Section • To contribute to decisions, that has an impact on other related school /Department activities. <ul style="list-style-type: none"> • • Contribute to decisions, that has an impact on other related financial issues • Provide advice on financial issues such as monitoring of daily cash flow position <p>Resource management</p> <ul style="list-style-type: none"> • Ensure that overall duties of the department in areas such as reconciling and reviewing of monthly balance sheet general ledgers are done • Ensure that training is made for finance division staff on the application of Attache' Accounting system • Advice on appropriate monthly/quarterly financial management report <p>Working Environment</p> <ul style="list-style-type: none"> • Balance the competing pressures knowledge transfer, administrative demands and deadlines. • Skillfully work cross divisions and functions in the resolution of Financial issues. <p>Decision making authority</p> <ul style="list-style-type: none"> • Ensure that cash flow position is monitored daily • Ensure that budget allocation are monitored • Assist in maintenance of budget for the University and reporting of discrepancies
Measures of Effectiveness	<ul style="list-style-type: none"> • Financial monthly/quarterly report are produced • Ensure to monitor the daily cash flow position • Annual budget report produced • Ensure that financial data are duties are carried out promptly and efficiently
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for own health and safety and that of colleagues • To undertake other such other duties as may be reasonably expected. • To ensure a healthy and comfortable working environment
Qualifications required	

Experience	<p>Relevant Master's degree in Finance and Accounting plus 3 years post degree industrial experience OR Post-Graduate Diploma in Accounting and Finance with 5 years post-PGD relevant industrial experience OR Bachelor Degree in Accounting and Finance with at least 7 years' post-degree relevant industrial experience.</p>
	<p>Essential:</p> <ul style="list-style-type: none"> • A Minimum of Five years working experience in financial accounting • Extensive use of Attaché Accounting System • Highly computer in Microsoft Word and Excel and the use of accounting packages • Self starter and ability to work in a high pressure environment to work deadlines • Have an excellent command of both oral and written English communications skills • Have good personal and office organizational management and administrative skills • Customer focused and prior experience in supervision of staff <p>Desirable for the position:</p> <ul style="list-style-type: none"> • Willingness to work after hours, if requires • Experience of collaboration with University and industry colleagues • Have experience in supervision of staff
Most frequent Contacts	

Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Employee	
Manager	
HRM	



Terms and Conditions for Band 3 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$100,000 – SBD\$170,000 per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	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.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return Air-fares for employee and legal dependants to nearest port-of call of employee's home village with travel assistance of \$2000.
Other benefits:	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.