



## Solomon Islands National University Job Description

<b>Title</b>	<b>Financial System Accountant</b>
<b>Incumbent Name</b>	Vacant
<b>School/Department</b>	Finance Department
<b>Band</b>	B4.3
<b>Category</b>	Financial System
<b>Reports to:</b>	Director of Finance
<b>Location/Campus</b>	Finance Division/Kukum Campus

### Summary of Duties

The Financial System Accountant manage the functional management of Attache modules - Accounts Receivable, Accounts Payable, Fixed Assets, Inventory, Payroll, Point of Sales (POS), General ledger, Bank Reconciliation and Financial Reporting, and SMS Student Finance Module

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

### Main Duties and Responsibilities

#### Key Tasks

- To perform the functional management of all aspects of Attache and SMS Student Modules and other financial systems
- To ensure the integrity of all data in the financial system through ensuring the completeness and accuracy of all data
- To effectively manage all of the financial aspects of the monthly data input processes, working closely with Accounts Receivable, Accounts Payable, Fixed Asset, Inventory, Payroll, and reconciling and reporting data processes, and working closely with the Financial Accountant, Management Accountant and Director of Finance
- To ensure the functionality of the Attache modules, as data input via subsidiary modules, KFI and interfacing to main general ledgers are operates effectively
- To ensure that all reports from the financial systems are complete and accurate, and picking up the correct amounts for the trial balance, income and expenditure statement, balance sheet and transactions listing reports
- To support the finance team in uploading of data from the Microsoft excel to Attache modules

○

	<ul style="list-style-type: none"> <li>• To ensure that all of the linkages the different sub and main ledgers within the financial system are operating correctly</li> <li>• To design and lead the training of all users in financial systems on the modules processes</li> <li>• To work closely with ICT to ensure the effective management of password, networking and server of financial system</li> <li>• To ensure that all issues with the financial systems are reported promptly to Attache dealer and supplier</li> <li>• To advise ICT on changes which need to be made to the security and access to financial systems to ensure effective financial controls through proper segregation of duties</li> <li>• To support the Director of Finance on all ad hoc work and projects relating to the financial syste</li> </ul>
<p><b>Dimensions</b></p>	<p><b>Problem solving and impact</b></p> <ul style="list-style-type: none"> <li>• To resolve problems affecting the financial system on 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>Relevant Master's degree in Accounting and Information System plus 3 years post degree industrial experience <b>OR</b> Post-Graduate Diploma in Accounting and information with 5 years post-PGD relevant industrial experience <b>OR</b> Bachelor Degree in Accounting and Information systems with at least 7 years' post-degree 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	

.....End.....



## Terms and Conditions for Band 3 of the University Salary Structure

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary Range</b>	<b>SBD\$100,000 – SBD\$170,000</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 Air-fares 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.***