



Solomon Islands National University

Job Description

Title	Assistant Finance Officer (Accounts Receivable)
Incumbent Name	Vacant
School/Division	University Finance
Band	Band 1
Category	Administration
Reporting position	Director Finance
Direct Reports	Nil

Summary of Duties

The duties of the Assistant Finance Officer (Accounts Receivable) is to:-

- Ensure school fees are invoiced and paid on time,
- To ensure student are properly registered and well documented and filed and daily updating of student fees collection and student with outstanding fees.

Main Duties and Responsibilities

Key tasks	Administration and Finance <ul style="list-style-type: none">• Responsible for opening of cashier at 8:30 am and 1:00pm during working days• Issuing of receipts to students and fee payers• Daily posting of receipts onto the Attaché and Techone System• Print out the daily batch receipts summary and attached with the receipts and balancing up of the cash collection with the receipts• Fill up the deposit book and make sure to balance the deposit amount with the cash collection• Filing of receipts for Accounts Receivable Officer's viewing• Prepare and processing of invoices to students/hiring of facilities• Update and maintain registered student fees database• Filing of students registration forms• Preparing of monthly report• Follow up with fee payers of outstanding fees• Liaise with Student Academic Services and School Coordinators regarding students registration and enrolment• Liaise with Campus Life Division in regards to student meal and boarding fees• Monthly reconciling of school fees
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	<ul style="list-style-type: none"> Any duties that is required by Accounts Receivable Officer/Financial Accountant
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> To contribute to decisions, that are made on student registration records To help in providing of monthly reconciliation of school fees reports To contribute in informing fee payers of outstanding fees <p>Resource management</p> <ul style="list-style-type: none"> To contribute to the overall duties of the department in areas such as Issuing receipts/invoicing of students and fee payers To coordinates and provide appropriate monthly reporting. To alert the Director Finance of any outstanding fees <p>Working Environment</p> <ul style="list-style-type: none"> To balance the competing pressures knowledge transfer, administrative demands and deadlines. To skillfully work cross divisions and functions in the resolution of Financial issues.
Measures of Effectiveness	<ul style="list-style-type: none"> Monthly report on school fees are produced on time Invoice fee payers of outstanding fees on time
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
Decision Making Authority	<ul style="list-style-type: none"> Provision of advice to Director Finance on outstanding fees Assist in students registration and enrolment
Qualifications required	<ul style="list-style-type: none"> Must have a Diploma in Finance, Business Studies or Commerce
Experience	<p>Essential:</p> <ul style="list-style-type: none"> Minimum of three years working experience in accounts receivable Experience to work under pressure environment and to meet deadlines Familiar with computerized accounting software – Technology One, Attaché' and MYOB Have good command of both oral and written communication skills Have good office organizational management and administrative skills

	Desirable: <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 • Be on time for work
Most frequent Contacts	

Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Employee	
Director	
Director HR	



Terms and Conditions for Band 1 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$46,000 – SBD\$70,000 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 seafares 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
<i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i>	