



Solomon Islands National University

Job Description

Title	Assistant Accounts Payable
Incumbent Name	Vacant
School/Division	Finance Department
Grade/Band	Band 1
Category	Payment
Reporting position	Financial Accountant and Director Finance
Direct Reports	

Summary of Duties

Ensure payment vouchers are properly documented, calculated and authorised, and will be scheduled for payment before cheque is raised and signed by authorised signatory, and to make sure valuable items such as cash and cheques are properly kept in a night safe, and oversee the compliance of financial and procurement policies and procedures

Main Duties and Responsibilities

Key tasks	<p>Payment</p> <ul style="list-style-type: none"> • Prepare daily scheduling of payment vouchers, and to make sure that the payment vouchers are properly authorized with supporting documentations • Raising of cheques and arranging of signing of cheques with authorized signatory • Prepare daily summary of cheques issued and posting of payment voucher • Updating of cash book on daily basis • Posting of suppliers payment voucher matched with purchase orders • Arranging processing and payment of telegraphic transfer • Safe keeping of cheque books and ordering of cheque books • Filing of payment vouchers and supporting documentations <p>Other Duties</p> <ul style="list-style-type: none"> • Other duties as required by Financial Accountant and Director of Finance
	<p>Problem solving and impact</p>
Dimensions	

	<ul style="list-style-type: none"> To contribute to decisions, that has an impact on the payment related activities in the department <p>Resource management</p> <ul style="list-style-type: none"> To provide daily summary of payments and cheques issued To advise the Financial Accountant and Director of Finance on the urgent payments and outstanding payments <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"> Payments are delivered on time Provide daily summary of payments and updating of cash books Daily posting of payment vouchers and make sure postings to the right account codes and budget allocation Reconciling of suppliers payment
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 Financial Accountant and Director Finance on the urgent and outstanding payments
Qualifications required	<p><i>Must have a relevant Bachelor in Finance, Business Studies and Commerce OR Minimum Diploma in Finance, Business Studies and Commerce with four years post advanced diploma relevant work experiences.</i></p>
Experience	<p>Essential:</p> <ul style="list-style-type: none"> Minimum of three years working experience in accounts payable Be computer literate in Microsoft Word and Excel Have the ability to work under pressure environment and to meet deadlines Have good command of both oral and written communication skills Have good office organizational management and administrative skills <p>Desirable:</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 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

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