



Solomon Islands National University

Job Description

Title	Accounts Receivable Officer
Incumbent Name	Vacant
School/Division	Finance Division
Grade	Band 2.1
Category	
Reporting position	Director Finance
Direct reports	

Summary of Duties

The Accounts Receivable Officer is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative Operations.

The duties of the officer is to ensure data processing of invoice, receipt, statement and reconciliation of accounts receivable in Attache' are properly maintained, Ensure accounts receivable records are properly kept and file and provide timely and accurate accounts receivable reports.

Main Duties and Responsibilities

Key tasks	<p>Administration and Finance</p> <ul style="list-style-type: none"> To supervise the processing of student and sponsors invoices, receipts and statements in attaché Updating, maintaining and interface of accounts receivable records in attaché To prepare monthly reports of accounts receivable in attaché and reconcile Liaise and follow up with the fee payers and corporate sponsors To prepare monthly accounts receivable statement of account in attaché To liaise with Schools and Divisions for fees & charges Any Other duties required by Revenue Accountant and Director Finance
Dimensions	<p>Problem solving and impact</p> <ul style="list-style-type: none"> To resolve problems that affect the financial processes within the division

	<ul style="list-style-type: none"> • To contribute to decisions, that has an impact on other related financial activities in the division • To provide advice on financial issues such as financial reports other financial matters. <p>Resource management</p> <ul style="list-style-type: none"> • To contribute to the overall duties of the department in areas such as Financial reporting and reconciling. • To coordinates and provide professional guidance and advice on appropriate quarterly/monthly reporting. • To alert the Finance Manager of any outstanding fees and charges. • To contribute to the management of quality, audit and other external assessments. <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"> • Financial quarterly/monthly report are produced on time • Ensure and follow up on quarterly grant • Produce quarterly accounts receivable statement of account in attache'
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 Financial reports • Assist in maintenance of budget for division and reporting of discrepancies
Qualifications required	<p><i>Must have Degree + 2 years' post-degree relevant industrial experience OR Advanced Diploma in Finance, Business Studies or Commerce with 4 years relevant industrial experience.</i></p>
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of Fours years working experience in accounts receivable • Extensive use of Attaché Accounting System • Be computer literate in Microsoft Word and Excel

Most frequent Contacts	<ul style="list-style-type: none"> • 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

Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Employee	
Manager	
HRM	



Terms and Conditions for Band 2 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$62,000.00 – SBD\$93,500.00 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.