



Solomon Islands National University

Job Description

Title	Budget Support officer
Incumbent Name	Vacant
School/Division	Office of the Vice Chancellor
Band	Band 1
Category	Support Services
Reports to	Vice Chancellor
Location/Campus	Kukum/Panatina
Direct reports	None

Summary of Duties

Position Purpose

The primary responsibility of the **Budget Support Officer** is to ensure that the university's budgets needs of the Vice Chancellor are met with high degree of efficiency.

Scope of Work

To provide the Vice Chancellor the necessary support through budget (budget planning, data analysis and report preparation) on any area which the VC requires.

Duty Statement

Key tasks	<p><u>Specific Duties & Responsibilities</u></p> <p>The specific duties and responsibilities of the Budget Support Officer are:</p> <p>Administrative</p> <ul style="list-style-type: none">• Assist VC and line managers in planning and budgeting process of SINU• Take minutes and recordings for all budget meetings when requested by the VC• Vetting and scrutinizes the budgets which received from line managers and revise them if necessary. Maintain a close link between the records and the budget.• Advice all managers on budget matters.• Organize budget consultations for line managers that needs help with their budget. Issue instructions to line managers for proper execution of budget.• Report to VC, on the financial performance of SINU'S commercial like centers.• Assist VC in Collections of actual cost and revenue data from finance office and compares it with department actuals and budgeted figures. <p>Program, Project and Service Delivery</p> <ul style="list-style-type: none">• Ensure the development and implementation of all plans and projects• Make recommendations, to the VC as required (or as opportunities arise)• Analyse industry data, reports, etc. that have any actual or potential bearing on the University• Communication with stakeholders• Coordinate and manage all of OVC "events" dealing with institutional development. <p>Research</p> <ul style="list-style-type: none">• Develop and maintain an excellent data bank which will be required for decision making at the University.
-----------	---

- Assist the VC in all aspects of institutional development for the University as a whole
- Carry out research and prepare reports on all areas required by the Vice Chancellor.
- Assist the VC in research which he carries out as part of his professional calling.

Staff Management

- Remain an effective team player in the OVC.

General Duties & Responsibilities

The specific duties and responsibilities of the Budget Support Officer are:

- **Administration** of all activities relating to the specific duties listed above, including attending meetings and representing the OVC in meetings and forums to which the staff is sent.
- **Administrative Duties** relating to all matters that the membership of a University entails, including duties related to School/Faculty/University wide activities.
- **General Responsibility** to undertake all other duties as directed by the Vice Chancellor.

Key Results Areas and KPIs

Key Result Areas (KRAs)	Key Performance Indicators (KPIs) –Tasks and objectives	Outcomes and Achievements; Comments on progress to date
Data Bank	Ensure that OVC has an excellent data bank on all areas which are related to the functioning of a University	Data Bank at OVC
Analysis	Utilise data to ensure the VC is adequately prepared for any matter that deals with growth and development of SINU	SINU makes decisions on the basis of data analysis
Research	Carry out relevant institutional and market research as and when needed by the VC.	Research/data based decision making
Administrative support/assistance to the VC	Ensure that the VC’s Office functions as an efficient unit within the University.	Customer satisfaction is high
Management	<ul style="list-style-type: none"> • Manage/maintain the OVC’s official records on all matters dealing with institutional development • Assist in managing/maintaining the OVC’s budget • Advise the VC on any matter relating to the functioning of the OVC • Maintain discipline and abide by all policies of the University. 	<ul style="list-style-type: none"> • Confidentiality and security of records are maintained, and secured for easier retrieval and access • Compliance with budget of OVC
Professional standards	• At all times conduct in a professional and courteous manner to all staff, students, and external community.	No staff, student or external complaint about work performance and behaviour

Minimum Qualification, Attribute & Experience

This position requires: (a) a good Bachelor’s degree in Accounting, Finance, Economics; a post graduate qualification in these areas would be preferable; (b) analytical mind, ability to tease out figures from a mass of statistics (c) strong computer skills, including development of spreadsheets and reports using graphs and chart; (d) ability to initiate and follow through with work

Requirements	responsibilities and to meet deadlines with a minimum of supervision; (e) excellent data analysis skills (including high degree of proficiency in MSExcel), and (f) excellent written and verbal communication skills.
Remuneration	A Salary in Band 1 of the SINU Salary Structure (SBD46,000-SBD70,500 gross) is payable. After the employee's employment is confirmed after a probation period of upto 1 year, the University may provide a partly furnished accommodation to the employee commensurate with Band 1 housing standards
Organizational Relationships	<p>Position Type: 3 Year Employment Contract Reporting to: Vice Chancellor Staff Responsible to you: NIL</p> <p>Work Hours: Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff may be required to work days, evenings, weekends and public holidays, without additional remuneration, and must return to duty from leave whenever absolute need arises</p>
Functional Relationships:	<p>Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Managers, Vice Chancellor</p> <p>SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities</p>
Other Duties	It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer.