



Career Opportunity

Title	HR 69/2021 – Administration & Finance Officer
Faculty/School	Finance
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/ Campus	Honiara

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Very good BA/BS in related field such as: Finance, Accounting, Business Administration, Information Technology, or related discipline; AND
- 5 years' experience of combined ERP administration, financial analyst, or IT systems administration for ERP systems; OR
- Equivalent combination of education and experience.

Experience:

- Experience of developing, maintaining and running financial accounting systems and computerised accounting systems such as Attache software.
- Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.
- Experience of delivering priorities within strict timelines.
- Experience of working in procurement and finance for more than 3 years.

Applications: Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/>

Closing Date: June 11th 2021 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to recruitment@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**