



Vacancy

Title	Principal Finance Officer-Revenue
Faculty/School/Department	Finance
Category	Support Service
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	The successful applicant will provide and monitor revenue and debt management activities through a shared service delivery model ensuring customer outcomes are met against the partnership agreements, and in compliance with relevant SINU Finance policies, practices and statutory requirements.
Detailed Roles & Responsibilities	
Key Task	<ul style="list-style-type: none"> • Oversees the whole of University Revenue section functions. • Prepare in conjunction with Director finance and Department Heads, all revenue operational budgets and forecasts • Develop and enforce University financial policies and regulations. • Oversee revenue analysis, management, calculations and reporting functions on a monthly basis • Develop internal controls to support revenue management activities. • Review and recommend improvements to existing revenue management functions. • Forecast monthly revenue and identify and communicate revenue opportunities to management • Generate revenue reports and financial statements for Director Finance review • Analyze customer invoices and payment terms to support debt collection and agency cash flow and compliance with accounting standards, legislation and SINU Finance policy. • Reconciling all revenues and Accounts receivable General ledger Accounts monthly.

	<ul style="list-style-type: none"> • Reconcile Revenue SINU Bank Accounts monthly • Apply internal controls to ensure reliability of accounting processes and records. • Undertake month and year end close processes, reporting and reconciliations to ensure the completeness, accuracy and integrity of financial statements. • Any other duties as requested by Director Finance
Dimensions	<p>Key Challenges</p> <ul style="list-style-type: none"> • Providing customer-centric services for a diverse range of clients that have different operating objectives, structures, legacy systems, and business needs. • Maintaining a sound understanding of current public sector practice and policy regarding finance, including relevant statutory and regulatory requirements to ensure the provision of appropriate business services, accurate advice and information to clients. • Exercising sound judgement and discretion when dealing with sensitive and confidential debt recovery and related issues. <p>Resource management</p> <ul style="list-style-type: none"> • To coordinates and provide professional guidance and advice on appropriate quarterly/monthly reporting. • To advise the Finance Director of any outstanding statements/suppliers <p>Working Environment Ensure that all payments are attend to on time.</p> <p>Decision Making Authority</p> <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
Measures of Effectiveness	<ul style="list-style-type: none"> • Financial monthly report are produced on time • Ensure and follow up on fee invoices and payments • Produce monthly statement for Sponsors/Stakeholders
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the SINU 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
Minimum Qualification	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Master in Finance, Business Studies and Commerce or relevant disciplines
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 5 years working experience in Revenue & Debt • Demonstrated experience in debt management activities. • Extensive experience in account reconciliation and demonstrated attention to detail and accuracy. • Experience to work under pressure environment and to meet deadlines • Familiar with computerized accounting software – Attache and MYOB • Have good command of both oral and written communication skills • Have good office organizational management and administrative skills • Have good interpersonal skills • Be computer literate in Microsoft word and excel <p>Desirable:</p> <ul style="list-style-type: none"> • Willingness to work after hours, if requires • Experience of collaboration with college and industry colleagues • Have experience in supervision of staff
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.