



Career Opportunity

Title	HR 335/2021— Accounts Payable– Invoicing
Department	Finance Department
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A Bachelor / Diploma in Commerce in Accounting plus 5+ years of relevant experiences in similar job.

Experience

Essential:

- Minimum of 5 years working experience in accounts payable
- Be computer literate in Microsoft Word , Excel and attaché system
- 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

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/>

OR Human Resource Department email: sinu.recruitment@sinu.edu.sb

Closing Date: January 6th 2022 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**