

Career Opportunity [Re-advertised]

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

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 experience in a similar job.

Experience

Essential to the position:

- 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.

Desirable:

- Willingness to work after hours, if required.
- Experience of collaboration with University and industry colleagues.
- Have experience in supervision of staff.

Please see job description for further information.

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: April 7th 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**