



Vacancy

Title	Financial Accountant
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 responsible for the provision of a high quality financial accounting service that supports the effective and efficient management of SINU financial resources, within statutory and regulatory guidelines. To work within the finance team supporting accurate and timely processing of financial transactions and processes, and internal/external reporting requirements.
Detailed Roles & Responsibilities	
Key Task	<ul style="list-style-type: none"> • Supporting the Principal financial accounting officer in ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed. • Supporting the Principal financial accounting officer in the planning, preparation, and delivery of statutory reports, publications, internal and external audits, and the Annual Report and Accounts within agreed timetable. • Preparation of Tax Return workings and associated reconciliations. • Delivery of the monthly close process, analyzing transactions and preparing required journals and reports • Processing journals ensuring that all accounting entries are supported by working papers for analytical review and audit. • Completing General Ledger account reconciliations and to review and clear balance sheet control accounts on a monthly basis, including Tax and payroll accounts, and maintaining appropriate documentation to support the audit.

	<ul style="list-style-type: none"> • Prepare the monthly Bank reconciliation for SINU Bank accounts. • Control access to and the security of the financial suite, and maintain accounting structures to ensure they meet Directorate and corporate needs. • Assist the Procurement and Contract Manager (PCM) to maintain the Contracts Register and procurement reports, and prepare the procurement KPI reports for PCM review. • Providing support , assistance and cover across the Wider Finance team to manage Team absence and peak periods which may include hands on support /or managing additional financial responsibilities and staff.
	<ul style="list-style-type: none"> •
Skills and abilities	<ul style="list-style-type: none"> • Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues. • The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses • Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives. • Excellent written and oral communication skills, and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders. • Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.
Minimum Qualifications	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • A Very good Bachelor of Commerce in Accounting • Studying for a CPA qualification or equivalent • Detailed knowledge of financial accounting processes and approaches • An understanding of public sector accounting requirements. • Understanding of the role of a regulator and approaches to regulation
Experience	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Experience of delivering priorities within strict timelines. • Experience of working in procurement and finance for more than 3 years.
Desirable Attributes	<p>Preference will be given to applicants with:</p> <p>A CPA qualifications and Work experience.</p>
Salary and Benefits	<p>In the range SBD46,000 to 70,000 depending on the rank placement. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) fixed at 4% of annual salary, a gratuity of 15% of annual Salary paid 6monthly, partly furnished housing or a rental subsidy (equivalent to up to 15% of gross salary), and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee's permanent home every 3 years to the staff, spouse and all dependent children below the age of 21 if residing full-time with the appointee.</p>
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>