



Vacancy

Title	Principal Finance Officer-Management Accounting
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 analyze key financial information to optimize financial planning. They assist senior officers with financial decision-making, prepare financial reports, and develop and implement strategies to reduce businesses' operational costs.
Detailed Roles & Responsibilities	
Key Task	<ul style="list-style-type: none"> • Developing and managing financial systems & policies, and identifying opportunities for improvement • Preparing monthly management accounts, Actual vs budget reports to all university faculties and departments. • Reconciling and review General Ledger Accounts • Monitoring auditing and taxation practices, as well as evaluating benefits and compensation packages. • Reconciling SINU Bank Accounts monthly • Controlling and forecasting income and expenditure, and ensuring expenditure is in line with the budget. • Recommending strategies to reduce operational costs • Performing financial recordkeeping, as well as protecting sensitive and confidential information. • Keeping informed of regulatory requirements and best practices in management accounting. • 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. • Contribute to the review of procedures and policies to ensure quality transaction services are aligned to established performance standards and customer expectations. • Any duties requested by Director Finance

<p>Dimensions</p>	<p>Key Challenges.</p> <ul style="list-style-type: none"> • Maintaining a sound understanding of current public sector practice and policy regarding finance, including SINU Finance Policy, relevant statutory and regulatory requirements to ensure the provision of appropriate business services, accurate advice and information to customers. • Exercising sound judgement and discretion when dealing with sensitive and confidential management accounting 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 advice 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
<p>Measures of Effectiveness</p>	<ul style="list-style-type: none"> • Financial quarterly/monthly report are produced on time. • Accomplished Balance budget annually
<p>General Responsibilities</p>	<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. <p>To ensure a healthy and comfortable working environment</p>
<p>Minimum Qualification</p>	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • Must have a Master in Accounting, Finance, or Similar disciplines.
<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A minimum of 5 years' experience as a management accountant in a related business. • Proficiency in business management and accounting software. • Extensive knowledge of accounting standards and financial regulations. • Strong mathematical and analytical aptitude. • Exceptional attention to detail.

	<ul style="list-style-type: none">• Superb leadership, organizational, and problem-solving skills.• Excellent collaboration and communication abilities. <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.