



Career Opportunity

Title	HR 101/2022 — Assistant Accounts Payable Officer
Division/ Department	Finance Department
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A bachelor's Degree + 2 years in relevant industrial experience OR Advanced Diploma in Finance, Business Studies or Commerce with 4 years of relevant finance work experience in an organization.

Experience

Essential:

- Minimum of Four years of working experience in accounts payable
- Extensive use of Attaché Accounting System
- Be computer literate in Microsoft Word and Excel
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

Please see job description for more 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: October 11th 2022 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.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**