



**Solomon Islands National University
School of Nursing & Allied Health Sciences**

Job Description

Title	Administration and Finance Officer (AFO)
Incumbent Name	Vacant
School/Division	School of Nursing & Allied Health Sciences
Grade	Band 2
Category	Administration and Support
Reporting position	Dean of School
Direct Reports	Dean of School – SNAHS

Summary of Duties

To be responsible to the Dean of School for the day-to-day Administrative Duties/Procurement with the School of Nursing and Allied Health Sciences.

Main Duties and Responsibilities

Qualifications required	Diploma of Finance and Administration
	Essential to the position:
Experience	<ul style="list-style-type: none"> • Must have a minimum of five years of work experience. • Wide breadth and depth of Financial and Administration background. • Excellent understanding of using Microsoft word (word processing, email and internet use. • Excellent experience in Excel. • Experienced in customer service. • Ability to multitask.
	Duties & Responsibilities
Duties	<ul style="list-style-type: none"> • To be responsible for Organizing the Typing and Registry Services. • To be responsible for specific financial procedures. • Arrangement of acquisition, collection and distribution of consumable items to staff and their safe storage. • Advise on the acquisition of equipment. • Assist the Personal Secretary/Clerk Typist with filing. • Assist with Photocopying and collating handout materials, manuals, exam papers and other printed material. • Weekly preparation of various financial documents required for payments and

	<p>for auctioning with the Finance Department.</p> <ul style="list-style-type: none"> • Update School Recurrent Budget Record Book to ensure item lines are properly accounted for. • Regular checking on working order of school equipment such as Photocopier, Computer, Printers and School Vehicle. • Maintenance check on all school buildings, offices, classrooms, lights, taps etc. including school grounds and report to Property Division appropriately. • Inventory check on all School Equipments. • Arrange equipment servicing and repair as direct by the Dean and other Senior Lecturers. • Preparation of student's clinical practice allowances and end-of-year leave travel allocation. • Assist in issuing, recording and receiving the return of equipment in clinical allocation and reporting losses to the Clinical Coordinator. • Assist Dean in preparation of School Annual Budget. • Work with the Department of Finance SINU to improve existing systems to reflect the school team. • Provide comprehensive Administrative Support Service to the Academic Team to meet team objectives. • General administrative support includes preparing letters and documents, receiving and sorting out mail and deliveries, schedule appointments. • Organize meetings for the staff team and also the School Academic Board. • Help to support volunteers working for the school example (JICA, AVI) • Ensure knowledge of staff movements in and out of the school maintaining a diary system for all staff. • Ensure data is back up. • Perform other duties relating to the day-to-day administration of the School as directed by the Dean of School.
<p>Most frequent Contacts</p>	<p>Dean of School The staff of the school Students Ministry of Health & Medical Services +National Referral Hospital Provincial Hospitals Honiara City Council Clinics</p>

Approval Date/ Date of Classification	
Review Date	
Revision History	

Signatures

Manager	
Employee	
HRM	