



Career Opportunity

Title	HR 87/2022 — Accounts Receivable Officer
Division/ Department	Finance
Location/Campus	Kukum Campus

Minimum Qualification and Experience Requirements:

To be qualified for this position, applicants must have:

A Bachelor's Degree in Finance/Accounting or Commerce.

Essential:

- A Minimum of Five years working experience in financial accounting.
- Extensive use of Attaché Accounting System.
- Highly computer in Microsoft Word and Excel and the use of accounting packages.
- Self-starter and ability to work in a high pressure environment to work deadlines.
- Have an excellent command of both oral and written English communications skills.
- Have good personal and office organizational management and administrative skills.
- Customer focused and prior experience in supervision of staff.

Desirable for the position:

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

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: September 13th 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**