



Career Opportunity

Title	HR 01/2024— Accounts Payable Supervisor
Department	Finance Department
Reports to	Principal Financial Accountant
Location/Campus	Honiara, Kukum Campus

The Accounts Payable Supervisor must ensure payments are properly authorised, delivered, documented, and filed, make sure valuable items such as cash and cheques are properly kept in secure storage, and ensure all procurements comply with financial and procurement policies and procedures. Manage and mentor the payable team, and provide advice to finance department management on matters relating to accounts payable.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Bachelor of Commerce in Accounting with a minimum of three years of working experience in accounts payable or a Diploma in Finance/Accounting with at least five years' experience.

Knowledge, Skills, and Experience:

Essential:

- Minimum of three years working experience in accounts payable.
- Be computer literate in Microsoft Office products and accounting systems.
- Have the ability to work under pressure environment and to meet deadlines.
- Have a good command of both oral and written communication skills.
- Have good office organizational management and administrative skills.

Desirable:

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

Please refer to the job description for more information.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

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: 16 February 2024 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 Daniel.Uiga@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**