

# Career Opportunity

<b>Title</b>	<b>HR 02/2024— Finance Officer</b>
<b>Department</b>	Finance Department
<b>Reports to</b>	Supervisor Finance
<b>Location/Campus</b>	Honiara, Kukum Campus

*The Financial Officer will be responsible for the supervision and monitoring of the data processing and reconciliation of accounts in the General Ledger, and provide timely and accurate financial management reports. The officer will ensure financial transactions in the financial system comply with the financial and procurement policies and procedures of the university.*

*Manage the provision of high-quality financial accounting service that supports the effective and efficient management of SINU financial resources, within statutory and regulatory guidelines. Collaborate with the finance department team in the provision of accurate and timely processing of financial transactions and the provision of internal or external reporting.*

## **Minimum Qualification and Experience Requirements:**

To be considered for this position, applicants must have:

- A Bachelor of commerce, accounting, finance or related field from a recognized institution.
- Studying for a CPA qualification or equivalent is desirable.
- Detailed knowledge of financial accounting processes, standards and approaches;
- An understanding of public sector accounting requirements;
- Understanding of the role of a regulator and approaches to regulations.

## **Knowledge, Skills, and Experience:**

### **Essential:**

- A minimum of five years of working experience in financial accounting;
- Extensive use of computerized accounting system;
- Highly literate in Microsoft products and the use of accounting packages;
- Self-starter, ability to work in a high-pressure environment and to work to deadlines;
- Have an excellent command of both oral and written English communication skills;
- Have good personal and office organizational management and administrative skills;
- Customer-focused, a team player and prior experience in supervision of staff;
- The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses;
- Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.

### **Desirable for the position:**

- Willingness to work after hours, if required
- Experience in collaboration with college and industry colleagues.
- A CPA qualifications and work experience. **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](mailto: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](mailto:sinu.recruitment@sinu.edu.sb) or [Daniel.Uiga@sinu.edu.sb](mailto: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**