



Career Opportunity

Title	HR 28/2024 — Financial support system Analyst
Department	Finance
Reports to	Vice Chancellor through Head of Department
Location/Campus	Honiara, Kukum Campus

Summary of Duties

The successful applicant will responsible to support and maintenance of the financial information management systems. You will serve as a technical point of contact for assigned functional areas and will assist subject matter experts with ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities. This position also supports system installation, enhancements, testing, user training and other technical projects as assigned.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Very good BA/BS in related field such as: Finance, Accounting, Business Administration, Information Technology, or related discipline; AND 5 years' experience of combined ERP administration, financial analyst, or IT systems administration for ERP systems; OR
- Equivalent combination of education and experience.

Experience:

- Experience of developing, maintaining and running financial accounting systems and computerised accounting systems such as Attache software.
- Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships.
- Experience of delivering priorities within strict timelines.
- Experience of working in procurement and finance for more than 3 years.

Essential

- 1 year project management;
- Systems implementation experience (full-cycle) including end user training.

Desirable Attributes

Preference will be given to applicants with:

- Advanced level experience with Excel.
- Financial information management systems experience that includes installation, configuration, testing, troubleshooting, analyzing, implementation, and end user training.
- Experience working with Software system.
- Demonstrated expertise in technical troubleshooting.
- Experience conducting systems needs assessment.
- Process improvement experience.
- Exceptional written and oral communications skills. **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: 26 March 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**