



Job Description

Title	Senior Revenue and Debt Officer
Institute/Department	Finance Department
Category	Support Stream
Report to	Director Finance
Location/Campus	Kukum Campus

Summary of Duties

Provide and monitor revenue and debt management activities through a shared service delivery model ensuring customer outcomes are met against the partnership agreements, and in compliance with relevant SINU Finance policies, practices, and statutory requirements.

Roles and Responsibilities

Key tasks

- Assist and provide support to the principal revenue Officer to oversee the whole of the University Revenue Section functions.
- Assist the Principal Revenue Officer to develop and enforce University financial policies and regulations.
- Provide assistance and support to Principal Revenue Officer to develop internal controls to support revenue management activities.
- Provide support to analyze customer invoices and payment terms to support debt collection and agency cash flow and compliance with accounting standards, legislation, and SINU Finance policies.
- Ensure to actively contribute to identifying opportunities to improve process and customer experience and contribute to the development and ongoing review of finance policies, and procedures.
- Assist the Principal Revenue Officer in doing annual budget consultation, reviewing budget and establishment proposals for all the departments and faculties of the University in collaboration with the budget team.
- Assist in providing sound financial advice (information) and consultation with students and staff regarding fee and registration internal control process from time to time.
- Provide support to Revenue officers in their roles in terms of invoicing, receipting, and adjustments of students' withdrawal of units within programs.
- Provide support and consultation to process student fees in accordance with prescribed regulations. Advise on more complex processes including manual adjustments for pro-rata fees, refunds, and so on.
- Liaise directly with SAS on daily student matters on enrolment, withdrawal, and refund process and any concerns relating to student issues.
- Provide assistance and consultation with SAS and VC office regarding students' outstanding arrears and any matters pertaining to the arrangements and negotiating for payment plans and deadlines for settlement of fees.

- To lead a team in ensuring that all debts due to SINU are kept up to date in the financial system and undertake recovery measures as per the SINU Debt Recovery Strategy policy.
- Regularly update accounts for all debtors and ensure all debts are settled on due dates, manage payment plans for all debtors, and take action on those who fail to settle their debts on due dates.
- Manage inquiries, complaints, and issues from debtors including constituencies, SIG, and other sponsors on fee arrears and other commercial debts.
- Provide an analysis of all debts due to SINU and recommend actions to be taken as per the Debt Recovery Strategy.
- Ensure the accounts receivable module and General Ledger are reconciled on a regular basis so that all debtors' balances are always up to date.
- Ensure all revenue is receipted on a daily basis.
- Provide regular reports on debts and arrears to the Finance Director and SINU management on monthly or as and when required.
- Identify opportunities for new investments that will generate new revenue for SINU.
- Undertake oversight role for other revenue-generating units of SINU so that these revenue-generating units adhere to good management practices.
- Any other task directed by the Director of Finance from time to time.

Dimensions

Key Challenges

- Providing customer-centric services for a diverse range of clients that have different operating objectives, structures, legacy systems, and business needs.
- Maintaining a sound understanding of current public sector practice and policy regarding finance, including relevant statutory and regulatory requirements to ensure the provision of appropriate business services, accurate advice, and information to clients.
- Exercising sound judgment and discretion when dealing with sensitive and confidential debt recovery and related issues.

Resource management

- To coordinate and provide professional guidance and advice on appropriate quarterly/monthly reporting.
- To advise the Finance Director of any outstanding statements/suppliers

Working Environment

- Ensure that all payments are attended to on time.

Measures of Effectiveness

- Financial monthly reports are produced on time
- Ensure and follow up on fee invoices and payments
- Produce monthly statement for Sponsors/Stakeholders.

General Responsibilities

- To adhere to the SINU Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for own health and safety and that of colleagues
- To undertake other such other duties as may be reasonably expected.
- To ensure a healthy and comfortable working environment

Decision Making Authority

- Provision of advice to the Director of Finance on Financial reports
- Assist in the maintenance of the budget for division and reporting discrepancies

Qualifications required

- At least a Degree in Business Studies, Accounting, Finance, Commerce, or a related field in a recognized institution

Experience

Essential:

- At least 3 years' experience in a senior accounting position in a reputable public or private organization.
- Well versed with financial information systems, and Microsoft products.

Preferable:

- A professional accounting qualification.

Membership:

- A member of the Institute of Solomon Islands Accountants

Terms and Conditions:

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.