



Career Opportunity [Re-advertised]

Title	HR 28/2025 — Senior Budget Officer
Faculty/Department	Finance Department
Reports to	Director Finance through Principal Management Accountant
Location/Campus	SINU, Kukum Campus

Summary of Duties

The primary responsibility of the Senior Budget Officer is to ensure that the university's budget needs are met with a high degree of efficiency. To provide the University with the necessary support through budget (budget planning, budget preparation, data analysis, and monitoring and report preparation) preparation, monitoring and reporting.

Main Duties & Responsibilities

- Coordinate the annual budget planning and budgeting process of SINU.
- Develop and circulate the annual budget calendar for SINU.
- Perform the secretarial duties for the budget team during budget consultations.
- Take minutes and recordings for all budget meetings.
- Vets and scrutinizes the draft budgets from faculties and departments and revises them if necessary.
- Provide advice to faculties and departments on budget matters and draft budget circulars for circulation during the budget cycle.
- Organize budget consultations for faculties and departments and ensure draft budgets are submitted as per the budget calendar.
- Issue instructions to faculties and departments for the proper execution of the budget.
- Monitor the budget implementation for all cost centres and issue monthly reports to all cost centres and a consolidated report for the whole university budget.
- Organise workshops and on-the-job training for staff in faculties and departments that are involved in the drafting and implementation of the budget.
- Liaise with SIG ministries on the level of funding expected from the government on an annual basis.
- Liaise with donors on expected grant funding and other funds for projects, scholarships and research projects.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A Degree in Business Studies, Accounting, Finance, Commerce, or a related field in a recognized institution.

Professional Experience

- At least 3 years of experience in a senior accounting position in a reputable public or private organization especially in budgeting.
- Well-versed with financial information systems, and Microsoft products. Strong computer skills, including the development of spreadsheets and reports using graphs and charts. Excellent data analysis skills (including a high degree of proficiency in MS Excel).
- Analytical mind, able to tease out figures from a mass of statistics.
- Ability to initiate and follow through with work responsibility and to meet deadlines with a minimum of supervision.
- Excellent written and verbal communication skills.

Preferable

A professional accounting qualification.

Membership

A member of the Institute of Solomon Islands Accountants or other professional body.

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 Contact Safina Roger- Safina.Roger@sinu.edu.sb.

Closing Date: 30th April 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@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**