



Career Opportunity [Re-advertised]

Title	HR 29/2025 — Financial System Officer
Faculty/Department	Finance Department
Reports to	Director Finance Through Principal Finance Officer
Location/Campus	SINU, Kukum Campus

Summary of Duties

The position is responsible for overseeing the technical operation of Attaché Financial System and SMS Finance Modules and providing technical training and support to users. Review the financial application system processes and procedures, updating and making changes to the system and ensuring that the financial processes and procedures are correctly set up in the system. Maintenance and upgrading of Attaché and SMS software and monitoring of financial systems and troubleshoot problems encountered by Attaché and SMS.

Main Duties & Responsibilities

- Oversees Attaché Financial System and SMS Finance Modules as a functional administrator (Supervisor) providing system implementations, administration, and daily support to existing applications.
- Recommends appropriate solutions to business before entry of financial information and reporting.
- Provides training and assistance to new and existing users.
- Set up the Financial systems for seamless integration between SMS and Attache.
- Acts as liaison with IT and functional users of the SMS and Attache systems and ensures that all users have connectivity at all times.
- Assists with developing project plans for the deployment of new technology.
- Prepares documentation on financial application processes and procedures, as well as maintains documentation to include any updates or changes to processes.
- Implement financial processes and procedures to ensure that the systems are correctly set up for data entry.
- Ensures that all Management reports are generated in a timely fashion from the SMS and Attaché systems.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

A degree with 2 years of post-degree relevant industrial experience in Finance and Information Systems OR Advanced Diploma with 4 years of relevant industrial experience.

Professional Experience

- A minimum of a degree in Accounting and Information Systems.
- Professional membership certification is an advantage.
- Strong working knowledge of financial management information systems.
- Excellent verbal and written communication skills in English, including report writing, active listening, flexibility, critical thinking, multitasking, and effective time management.
- Strong decision-making and reasoning skills, with the ability to develop innovative solutions to problems, conduct operations analysis, and perform quality control analysis.
- Effective interpersonal and leadership skills to guide and mentor team members.
- Minimum of five (5) years of experience in a supervisory role.

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**