



Career Opportunity

Title	HR 56/2025 — Payroll Assistant
Department	Human Resources Department
Reports to	Senior HR Officer-Compensation And Benefits (SHROCB), And Payroll Officer
Location/Campus	SINU Kukum Campus

Summary of Duties

The Payroll Assistant provides vital administrative and data entry support in the preparation, processing, and maintenance of the university's payroll. Working under the supervision of the SHROCB Payroll Officer, this role ensures accuracy and efficiency in payroll data handling, compliance with HR/payroll procedures, and timely resolution of staff payroll-related queries.

Key Responsibilities

- Enter and update payroll data for new hires, terminations, allowances, and leave.
- Maintain accurate records of payslips, statutory deductions, and salary changes.
- Assist with preparing data for PAYE, NPF, and other payroll compliance obligations.
- Provide timely support to staff on basic payroll-related queries.
- Liaise with HR and Finance teams to ensure data integrity and payroll accuracy.

Qualifications and Experience Required

- Bachelor's degree in Accounting, Business Administration, or Finance.
- Minimum 2 years of administrative or financial support experience, preferably in payroll or accounting.
- Proficiency in Microsoft Excel; familiarity with payroll or HR systems is an advantage.

Key Competencies

- High accuracy and attention to detail in data processing.
- Strong time management and organizational skills.
- Ability to handle confidential information professionally.
- Team player with good communication skills.
- Willingness to learn and contribute to continuous improvement

Remuneration and Benefits

- Annual Salary: \$29,412.58-\$39,995.70
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under university policy.
- Other Terms and Conditions of Service relevant to this position: As per Contract and SINU Policy.

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

SINU is an equal opportunity employer. We welcome all qualified applicants, especially Solomon Islanders.

Closing Date: Friday 4 July 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**