



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: HUMAN RESOURCES DEPARTMENT

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): xxxxxxxx

UNIVERSITY VACANCY REF: HR 56/2025

POSITION TITLE: PAYROLL ASSISTANT

POSITION LEVEL: Grade 1-(GSS)

SALARY RANGE: \$29,412.58-\$39,995.70

THIS POSITION REPORTS TO: SENIOR HR OFFICER-COMPENSATION AND BENEFITS (SHROCB), AND PAYROLL OFFICER

THIS POSITION SUPERVISES: NONE

SECTION B-LIAISONS

INTERNAL: Payroll Officer, Senior Human Resources Officer, Human Resources Records Officer, Finance Department, Administration Officer / HR Admin Team, IT Department, All SINU Employees, Internal Auditors.

EXTERNAL: National Provident Fund (NPF), Inland Revenue Division (IRD), Insurance Providers, Banks (Commercial and Payroll Banks), External Auditors

SECTION C - SCOPE 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.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

1. Payroll Data Entry and Support

- Input and update payroll data including new hires, contract changes, terminations, and allowances.
- Assist in compiling timesheets, leave records, and attendance data for salary calculation.
- Maintain a checklist for regular payroll cycle tasks.

2. Documentation and Record Keeping

- Ensure accurate filing of payroll documents such as payslips, salary adjustment forms, and statutory reports.
- Support digital archiving of payroll records in the HRMIS or payroll system.

3. Staff Query Support

- Respond to basic staff inquiries on salary, deductions, and pay slip information.
- Refer complex queries to the Payroll Officer for further resolution.

4. Statutory Compliance Support

- Assist in preparing data for PAYE tax, National Provident Fund (NPF), and other deductions.
- Help generate summaries for payroll-related compliance reporting.

5. Internal Coordination

- Liaise with HR teams (e.g. employment, records, and training) for updated staffing information.
- Support payroll data integrity in coordination with the Finance team.

SECTION E - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the following key deliverables:

1. Accurate and timely input of payroll data for fortnightly and monthly processing.
2. Well-maintained and accessible payroll files and records.
3. Positive feedback from staff on payroll-related assistance.
4. Support for error-free generation of pay slips and statutory returns.
5. Consistent support to the Payroll Officer and HR team during payroll cycles.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Essential Qualifications:

- Bachelor's degree in Accounting, Business Administration, or Finance

Experience:

- At least 2 years of administrative or financial support experience, preferably in payroll or accounting.

Capabilities:

- Strong numerical and attention-to-detail skills.
- Good organizational and time management abilities.
- Basic understanding of payroll processes, tax deductions, and employee benefits.
- Ability to maintain confidentiality and work with sensitive data.
- Proficiency in Microsoft Excel and experience with payroll or HR systems is an advantage.

SECTION G- KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria;

KSC 1: Demonstrated experience or knowledge in payroll or financial data entry.

KSC 2: High level of accuracy and attention to detail in processing numeric and written information.

KSC 3: Ability to manage sensitive information professionally and confidentially.

KSC 4: Strong teamwork and communication skills.

KSC 5: Good time management and ability to meet deadlines under supervision.

KSC 6: Willingness to learn and contribute to continuous improvement in payroll services.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$ 1,131.25 - \$ 1,538.30
Annual Salary:	\$29,412.58-\$39,995.70
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid bi-annually)
Housing :	15% housing allowance of basic salary or rental entitlements under university housing policy.
Other Terms and Conditions of Service relevant to this position:	As per the Contract and HR Policy

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:

Director Human Resources:**Date Approved:** 04 June 25***Additional Comments:***

This Job Description provides a foundation for role clarity and performance accountability. It will be periodically reviewed to ensure it remains responsive to evolving university needs and relevant sector trends.