

# Career Opportunity

<b>Title</b>	<b>HR 03/2026 — Senior Budget Officer</b>
<b>Faculty/Department</b>	<b>Finance</b>
<b>Reports to</b>	<b>Principal –Management Accounting and Director of Finance</b>
<b>Location/Campus</b>	<b>Kukum Campus, Honiara</b>

#### Summary of Duties

The Solomon Islands National University (SINU) invites applications from suitably qualified and experienced professionals for the position of Senior Budget Officer within the Finance Department. The Senior Budget Officer plays a key role in ensuring the University's budgeting requirements are met efficiently and effectively. The position is responsible for budget planning, preparation, monitoring, analysis, and reporting, and provides technical advice and support to faculties, departments, and senior management. The position reports to the Director of Finance, through the Principal – Management Accounting.

#### **Key Responsibilities**

- Lead the preparation and consolidation of the University's annual and medium-term budgets.
- Coordinate budget submissions from faculties and departments.
- Monitor budget performance and conduct variance analysis.
- Prepare timely and accurate budget and financial performance reports.
- Provide technical advice to budget holders and senior management.
- Ensure compliance with University financial policies, government regulations, and donor requirements.
- Support forecasting of revenue and expenditure, including government grants.
- Contribute to improvements in budgeting systems, processes, and policies.
- Support internal and external audits related to budget performance.
- Liaise with faculties, departments, SIG ministries, and other stakeholders on budget matters.
- Identify cost-saving opportunities and potential revenue-generating initiatives.
- Coordinate the University's annual budget calendar and consultation processes.
- Organise training and workshops on budget preparation and implementation
- Perform secretariat functions for budget consultations and meetings.
- Undertake any other duties as directed by the Director of Finance.

#### **Qualifications and Experience**

- Bachelor's Degree in Accounting, Finance, Economics, Business Administration, or a related field.
- Membership with the Institute of Solomon Islands Accountants or another recognised professional body.
- Minimum five (5) years' relevant experience in budgeting, financial management, or public sector finance.
- Strong analytical, numerical, and financial reporting skills.
- Knowledge of government budgeting processes and financial regulations.
- Ability to work independently, meet deadlines, and manage competing priorities.

#### **Key Skills and Attributes**

- Excellent written and verbal communication skills.
- Ability to present financial information clearly to non-financial stakeholders.
- Strong attention to detail and problem-solving skills.
- Proven ability to collaborate with internal and external stakeholders.
- High level of integrity and professionalism.

#### **Key Selection Criteria**

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

**KSC 1:** Demonstrated experience in budget preparation, monitoring, forecasting, and financial reporting within a medium to large organization.

**KSC 2:** Proven ability to analyse financial data, identify variances, and provide clear, practical recommendations to management.

**KSC 3:** Strong written and verbal communication skills, with the ability to explain financial information to non-financial staff.

**KSC 4:** Ability to work independently, manage competing priorities, and meet strict deadlines.

**KSC 5:** Experience supporting internal and external audits and ensuring compliance with funding and donor requirements.

**KSC 6:** Ability to collaborate effectively with internal and external stakeholders on budgetary matters.

#### **Remuneration and Benefits**

- Annual Salary: \$ 98,423.80 - \$122,950.18
- Annual Leave Entitlement: 20 Working days
- Annual Gratuity: 15% of Annual Basic Salary
- Housing : 15% housing allowance of basic salary or rental entitlements under the 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](mailto:Safina.Roger@sinu.edu.sb)

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

**Closing Date: 27 February 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](mailto:Safina.Roger@sinu.edu.sb) or hand delivered to the HR Department at Kukum Campus addressed to:**