



JD FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

ORGANIZATION/INSTITUTION/OFFICE: SOLOMON ISLANDS NATIONAL UNIVERSITY

FACULTY/DEPARTMENT: FINANCE

DUTY STATION: HONIARA

POSITION NUMBER (HRMIS): XXXXXX

UNIVERSITY VACANCY REF: HR 03/2026

POSITION TITLE: SENIOR BUDGET OFFICER

POSITION LEVEL: BAND 3(TSS)

SALARY RANGE: \$ 98,423.80 - \$122,950.18

THIS POSITION REPORTS TO: DIRECTOR FINANCE THROUGH PRINCIPAL -MANAGEMENT ACCOUNTING

THIS POSITION SUPERVISES: NONE

EMPLOYMENT TYPE:

THIS POSITION IS OFFERED ON A **FIXED-TERM CONTRACT OF FIVE (5) YEARS**, SUBJECT TO PERFORMANCE REVIEW AND RENEWAL IN ACCORDANCE WITH UNIVERSITY POLICIES.

SECTION B-LIAISONS

INTERNAL: VICE CHANCELORS OFFICE, FIANNACE DEPARTMENT, DEANS, HEAD OF DEPARTMENT

EXTERNAL:

SECTION C - SCOPE OF DUTIES

The primary responsibility of the Senior Budget Officer is to ensure that the university's budget needs are met with high degree of efficiency.

To provide the University the necessary support through budget (budget planning, budget preparation, data analysis, and monitoring and report preparation) preparation, monitoring and reporting.

SECTION D- KEY DUTIES AND RESPONSIBILITIES

Budget Planning and Development

- Lead the preparation and consolidation of the University's annual and medium-term budgets.
- Coordinate budget submissions from faculties and departments.
- Provide technical guidance and advice to budget holders during the budgeting process.
- Align budget plans with SINU's strategic plan, budget policies and government funding frameworks.

Budget Monitoring and Control

- Monitor budget performance and expenditure against approved budgets.
- Conduct variance analysis and prepare regular budget performance reports.
- Identify budget risks, trends, and corrective actions, and advise management accordingly.
- Ensure compliance with approved budget limits and financial policies.
- Organize budget consultations for faculties and departments and ensure draft budgets are submitted as per budget calendar.

Financial Analysis and Reporting

- Prepare detailed financial and budget analysis to support management decision-making.
 - Support the preparation of financial reports for university management, Council, and external stakeholders.
 - Assist in forecasting revenue and expenditure, including government grants and internally generated funds.
 - 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.
 - Provide recommendations to budget holders on issues relating to budget implementation.
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Policy, Compliance, and Systems

- Ensure budget processes comply with government regulations, donor requirements, and University financial policies.
- Contribute to the development and improvement of budgeting policies, procedures, and systems.
- Support internal and external audits related to budget and financial performance.

Leadership and Collaboration

- Provide supervision, mentoring, and technical support to junior finance staff as required.
- Liaise with faculties, departments, and senior management on budget matters.
- Represent the Finance Department in budget committees and internal meetings.
- Organise workshops and on the job training for staff in faculties and departments that are involved in the drafting and the implementation of the budget.

Administrative

- 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.
- Issue instructions to faculties and departments for the proper execution of budget.
- Liaise with SIG ministries on the level of funding expected from the government on an annual basis.

Program, Project and Service Delivery

- Ensure the development and implementation of all plans and projects are provided for in the annual budget.
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- Analyze industry data, reports and economic data that have any actual or potential bearing on the University budget.
- Communication with stakeholders.
- Develop and maintain an excellent data bank of the budget which will be required for decision making at the University.
- Remain an effective team player.
- Identify opportunities for cost savings and provide advice accordingly.
- Identify opportunities for new investments that will generate new revenue for SINU.
- Any other tasks directed by the Director of Finance from time to time

Resource management

- To coordinate and provide professional guidance and advice on appropriate quarterly/monthly reporting.
- To advise the Finance Director of any issues that will have positive or negative impact on the implementation of the budget during the year

SECTION E - KEY DELIVERABLES

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

- Annual University operating and capital budgets prepared, consolidated, and submitted within approved timelines.
- Accurate and timely budget performance reports provided to senior management, University Council, and relevant government stakeholders.
- Reliable financial analysis to support management decisions, funding proposals, and policy development.
- Continuous improvements implemented in budgeting processes, systems, and reporting tools.

SECTION F – QUALIFICATIONS AND CAPABILITIES

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Economics, Business Administration, or a related field.
- A member of the Institute of Solomon Islands Accountants or other professional body.

Experience and Desirable Attributes

- At least 5 years of relevant experience in budgeting, financial management, or public sector finance, preferably within a large organization.
 - Strong analytical, reporting, and numerical skills.
 - Knowledge of government budgeting processes and financial regulations in the Solomon Islands or similar contexts.
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- 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

SECTION G- 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.

SECTION H - TERMS AND CONDITIONS

Fortnightly Salary Range:	\$3,785.53-\$4,728.85
Annual Salary Range:	\$ 98,423.80 - \$122,950.18
Annual Leave Entitlement:	20 working days
Annual Gratuity:	15% of annual basic salary (paid bi-annually)
Housing:	A 15% housing allowance of basic salary and or access to university rental policy schemes
Other Terms and Conditions of Service relevant to this position:	As per 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:



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Director Human Resource

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Date-Approved

Additional Comments: