



Career Opportunity

Title	HR 05/2026 — Payroll Assistant
Faculty/Department	Human Resources Department
Reports to	Senior HR Officer – Compensation And Benefits (SHROCB), and Payroll Officer
Location/Campus	SINU Kukum Campus, Honiara

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

- Accurately process and update payroll data, including new appointments, contract changes, terminations, and allowances.
- Compile and review timesheets, leave records, and attendance data to support payroll calculations.
- Maintain comprehensive payroll records, both physical and digital, ensuring accuracy and accessibility.
- Provide timely responses to routine staff payroll enquiries and escalate complex matters to the Payroll Officer.
- Assist in the preparation of statutory deductions, including PAYE and National Provident Fund (NPF), and support compliance reporting.
- Collaborate closely with HR and Finance teams to ensure integrity and accuracy of payroll information.

Qualifications and Experience

Essential Qualification

- Bachelor Degree in Accounting, Business Administration, Finance, or related field.

Experience

- Minimum of 2 years' experience in administrative, payroll, or financial support roles (preferred).

Key Skills and Capabilities

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

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.

Remuneration and Benefits

- Annual Salary: \$30,294.95 - \$41,195.57
- 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

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

Closing Date: 13 March 2026 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**