



Career Opportunity

Title	HR 29/2026 — Assistant Accounts Receivable Officer
Faculty/Department	Finance Department
Reports to	Senior Revenue & Debt Officer
Location/Campus	Kukum Campus

Summary of Duties

The successful candidate will support the Finance team in managing accounts receivable functions, including processing invoices and payments, maintaining accurate financial records, reconciling accounts, and assisting with debt collection activities. This role is essential in ensuring efficient revenue management and supporting the University's financial operations.

Key Responsibilities

The successful applicant will:

- Process invoices, payments, and receipts accurately and efficiently.
- Provide timely and professional assistance to students, clients, and internal departments on accounts receivable matters.
- Respond promptly to billing and payment enquiries.
- Maintain and update the registered student fees database.
- Prepare and process invoices for student fees and the hire of University facilities.
- Liaise with Student Academic Services (SAS) and School Coordinators on matters relating to student registration and enrolment.
- Maintain accurate records of invoices, payments, and customer correspondence.
- Reconcile accounts and investigate discrepancies in a timely manner.
- Prepare accounts receivable reports, including ageing analysis and collection status.
- Work collaboratively with colleagues to ensure efficient financial operations and service delivery.

Qualifications & Experience

Applicants should possess:

- Bachelor's Degree or Diploma in Finance, Business Studies, Commerce, or a related field.
- Experience using computerized accounting software such as TechnologyOne, Attaché, or MYOB.
- Experience working in a fast-paced environment with the ability to meet deadlines.
- Good written and verbal communication skills.
- Strong organisational and administrative skills.

Key Performance Indicators (KPIs)

The successful candidate will be evaluated based on:

- Proven experience in accounts receivable, debt collection, or a similar finance role.
- Ability to analyse and interpret financial data and reports.
- Excellent communication and interpersonal skills.
- High level of accuracy and attention to detail in maintaining financial records and reconciliations.
- Strong organisational, time management, and prioritisation skills.

Remuneration and Benefits

- Annual Salary: SBD \$43,920.72 - SBD \$68,447.11
- 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: 31 July 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**