



Career Opportunity [Re-advertised]

Title	HR 05/2026 — Payroll Assistant
Faculty/Department	Human Resources Department
Reports to	Senior HR Officer – Compensation and Benefits and Payroll Officer
Location/Campus	Kukum Campus

Summary of Duties

The Payroll Assistant will provide administrative and data entry support in the preparation, processing and maintenance of the Solomon Islands National University's payroll. The successful applicant will assist in maintaining accurate payroll records, processing salary information, managing payroll documentation and responding to staff payroll-related inquiries. The role also involves supporting fortnightly and monthly payroll processing, ensuring compliance with HR and payroll procedures, maintaining confidentiality and working closely with the Human Resource and Finance Departments to ensure accurate and timely payroll administration.

Key Responsibilities

The successful applicant will be responsible to:

- Assist in preparing and processing fortnightly and monthly payroll data, ensuring accuracy and timely submission.
- Enter and update payroll information, including new appointments, contract changes, terminations, allowances and salary adjustments.
- Compile and verify timesheets, attendance records and leave information for payroll calculations.
- Maintain accurate physical and electronic payroll records, including payslips, salary adjustment forms and statutory reports.
- Support the digital archiving and management of payroll records using the Human Resource Management Information System (HRMIS) or payroll system.
- Assist in preparing payroll information for Pay As You Earn (PAYE) tax, National Provident Fund (NPF) contributions and other statutory deductions.
- Prepare payroll summaries and assist with compliance reporting and record reconciliation.
- Respond to basic staff inquiries regarding salaries, deductions and payslip information, referring complex matters to the Payroll Officer.
- Liaise with HR teams to obtain updated staffing information and ensure payroll records remain accurate.
- Work closely with the Finance Department to maintain payroll data integrity and support payroll-related processes.
- Maintain payroll processing checklists and assist in monitoring deadlines for regular payroll activities.
- Handle confidential employee and financial information with professionalism and discretion.
- Support the Payroll Officer and HR team in improving payroll processes and administrative efficiency.
- Ensure payroll activities comply with SINU policies, procedures and relevant statutory requirements.

Qualifications & Experience

Applicants should possess one of the following:

- A Bachelor's degree in Accounting, Business Administration, Finance or a related field, with at least two (2) years of relevant administrative or financial support experience, preferably in payroll or accounting; or
- A Diploma in Finance, Business Administration or a related field, with at least three (3) years of relevant work experience.

Applicants should also demonstrate:

- Knowledge or experience in payroll processing, financial data entry or administrative support.
- Strong numerical skills and attention to detail when handling financial information.
- Proficiency in computer applications, including Microsoft Office and electronic record management systems.
- Good organisational, communication and time-management skills.
- Ability to maintain confidentiality and handle sensitive employee information responsibly.

Key Selection Criteria (KSC)

Applicants should demonstrate:

KSC 1: Payroll and Financial Administration Experience

Demonstrated experience or knowledge in payroll administration, financial data entry and maintaining accurate employee and financial records.

KSC 2: Attention to Detail and Accuracy

High level of accuracy and attention to detail when processing numerical and written information, verifying payroll data and maintaining records.

KSC 3: Confidentiality and Professionalism

Ability to handle confidential payroll, financial and employee information with discretion, integrity and professionalism.

KSC 4: Communication and Interpersonal Skills

Strong written and verbal communication skills, with the ability to respond professionally to staff inquiries and work collaboratively with HR, Finance and other departments.

KSC 5: Time Management and Organisation

Demonstrated ability to organise tasks, manage competing priorities and meet payroll processing deadlines while working under supervision.

KSC 6: Willingness to Learn and Improve

Willingness to develop payroll administration skills, adapt to new systems and procedures, and contribute to continuous improvement in payroll services.

Remuneration and Benefits

- Annual Salary: SBD 30,294.95 – SBD 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: 24 November 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