



# Career Opportunity

<b>Title</b>	<b>HR 102/2022 — Accounts Receivable officer</b>
<b>Division/ Department</b>	<b>Revenue Department</b>
<b>Location/Campus</b>	Kukum Campus

## **Minimum Qualification and Experience Requirements:**

To be qualified for this position, applicants must have:

A Degree + 2 years' post-degree relevant industrial experience OR Advanced Diploma in Finance, Business Studies or Commerce with 4 years relevant finance work experience in an organization.

## **Experience**

### **Essential:**

Minimum of Four years of working experience in accounts receivable

Extensive use of Attaché Accounting System

Be computer literate in Microsoft Word and Excel

Have good communication and interpersonal skills.

Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

### **Please see job description for more information.**

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 Human Resource Department email: [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@sinu.edu.sb)

**Closing Date: October 11<sup>th</sup> 2022 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

**Applications can be emailed to [sinu.recruitment@sinu.edu.sb](mailto:sinu.recruitment@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**