



# Career Opportunity

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| <b>Title</b>            | <b>HR 38/2025 – Finance &amp; Administration Officer</b> |
| <b>Faculty/Division</b> | Finance Department                                       |
| <b>Reports to</b>       | Director Finance   |
| <b>Location/Campus</b>  | Honiara, Kukum Campus                                    |

## **Summary of Duties**

Responsible for the efficient running of the finance and administrative functions of the Finance Department. Proper management of customer services and stores for the department, manage and vet customer appointments for the officers of the department. Provision of administrative support for the Head of the Department. Manage and monitor the budget of the department. Manage staff payroll and other matters relating to staff welfare.

## **Duties & Responsibilities**

- Provision of secretarial services and administrative support to the head of the department;
- Responsible for the accurate tracking of the finance budget through a commitment reporting system;
- Liaise with the budget officer during the preparation of the annual budget for the drafting of the departmental budget for the finance department;
- Liaise with the HR payroll team to ensure fortnightly payroll amendments for finance staff are submitted and processed on the due date;
- Work with the HR payroll team to resolve all payroll-related matters for the finance staff;
- Liaise with the HR team to ensure all vacant positions are filled on a timely basis;
- Liaise with the HR team regarding staff contract renewal or expiry and ensure staff appraisal forms are completed and submitted on time;
- Maintain and update the finance establishment;
- Coordinate the redeployment of staff to ensure the efficiency of the operations of the finance department. **Please refer to the job description for more information.**

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

To be considered for this position, applicants must have:

A Degree in Business Studies, Accounting, Finance, Commerce, Administration or a related field in a recognized institution

## **Professional Experience**

- At least 3 years of experience in an accounting and administration position in a reputable public or private organization.
- Well-versed in administration and financial functions.
- Well-versed with administration and financial information systems, and Microsoft products.

## **Knowledge, Skills & Attributes**

- Excellent interpersonal and commercial skills.
- Proven ability to work under pressure with minimum supervision, delivering results on target.
- Excellent written and verbal communication skills.
- Excellent skills in practical administrative and financial tasks.
- Ability to work and deal with people of different professions and diverse backgrounds.
- Must be of excellent character. **Please refer to the job description for more information.**

## **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 Human Resource Department email: [Safina.Roger@sinu.edu.sb](mailto:Safina.Roger@sinu.edu.sb) OR [Alister.Bako@sinu.edu.sb](mailto:Alister.Bako@sinu.edu.sb)

**Closing Date: 17<sup>th</sup> March 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.**

**Applications can be emailed to [Safina.Roger@sinu.edu.sb](mailto:Safina.Roger@sinu.edu.sb) OR [Alister.Bako@sinu.edu.sb](mailto:Alister.Bako@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**