



SICCI is the peak organisation representing the private sector and works in collaboration with the Solomon Islands Government, Donors, Business community and NGO's to: a) champion policies that deliver jobs and growth, and b) supports services that assist members to grow their business.

SICCI is seeking to recruit a **Finance Officer**.

Purpose

The Finance Officer is responsible for maintaining financial, accounting, administrative and personnel services in order to meet legislative requirements and support office operations.

The Finance Officer will report directly to the Executive Officer and will be responsible for overall financial accounting responsibilities including budgeting, accounting and billing functions and processes, attending to client/consultants' enquiries related to SICCI finances, verifying employee's remuneration entitlements and other claims, producing of financial reports inclusive of donor funding acquittal reporting requirements, updating and maintenance of MYOB system and records.

The Finance Officer is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations ensuring that turnaround time for financial operations is adhere to

Responsibilities

Main Activities

1. Administer and monitor the financial system in order to ensure that the organization's finances are maintained in an accurate and timely manner.

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Processes supplier invoices
- Maintain the purchase order system
- Ensure data is entered into the system
- Issue cheques for all accounts due
- Ensure transactions are properly recorded and entered into the computerized

- accounting system
- Prepare income statements
- Prepare balance sheets
- Prepare monthly financial statements
- Prepare quarterly reports and report on variances
- Assist with the annual audit
- Maintain the computerized accounting system
- Maintain financial files and records

2. Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

- Main Activities
- Issue, code and authorize purchase orders
- Reconcile the accounts payable
- Prepare journal summaries
- Reconcile the accounts receivable
- Compile source documents
- Issue receipts
- Reconcile daily deposits

3. Administer employee files and records in order to ensure accurate payment of benefits and allowances

- Document new employees
- Establish employee files in the computerized accounting system
- Administer benefit entitlements
- Verify and report on benefits payments

FO Revised 19/01/2023

- Verify annual leave records
- Calculate and action deductions
- Submit remittances
- Prepare separation documents for terminated employees
- Maintain confidential employee files

4. Administer the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner.

- Set up employee files
- Calculate employee salaries, deductions and contributions
- Enter payroll information into the computerized accounting system
- Calculate source and miscellaneous deductions
- Process pay cheques
- Update leave and lieu time
- Prepare, review and file payroll summaries, journals and reports
- Issue Records of Employment

Qualification, Skills and Experience

Qualification and Experience

- Minimum Diploma in Accounting or Business Administration and/or completion of second level of a recognized accounting program combined with related financial experience.
- Computer literacy Good spoken and written English.
- Working Knowledge of MYOB
- Have some experience working with Projects and working knowledge of the acquittal process and reporting.
- At least have 2 years of working experience.
- Able to coordinate, organise and facilitate FSC meetings and audit
- **MUST** be a member of ISIA

Skills and Personal Attributes

- Able to work well in a team with effective communication skills both verbally and written.
- A self-motivator, is able to work well independently and can work well under pressure and if the need arises works across departments and as directed by supervisor.
- In terms of problem solving, is able to communicate issues effectively and contribute towards effectively towards resolution.
- Good Manager of time and is able to work towards achieving set goals and other taskings that are asked of them.

Salary

- Subjected to review: to begin with \$70,000 - \$80,000 gross per annum.
- Contract term is one year and renewable depending on performance.

How to Apply

For enquiries and application submissions email executive@solomonchamber.com.sb

Address applications to:

**Chief Executive Officer
Solomon Islands Chamber of Commerce
P.O Box 650
Honiara
Solomon Islands**

Closing date is Friday 10th May 2024.