

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Finance Officer
Section: Office of the COO
Location: Solomon Islands Campus
Current Incumbent:
Reports To: Business Manager (Finance Hub)
Category: Admin & Support

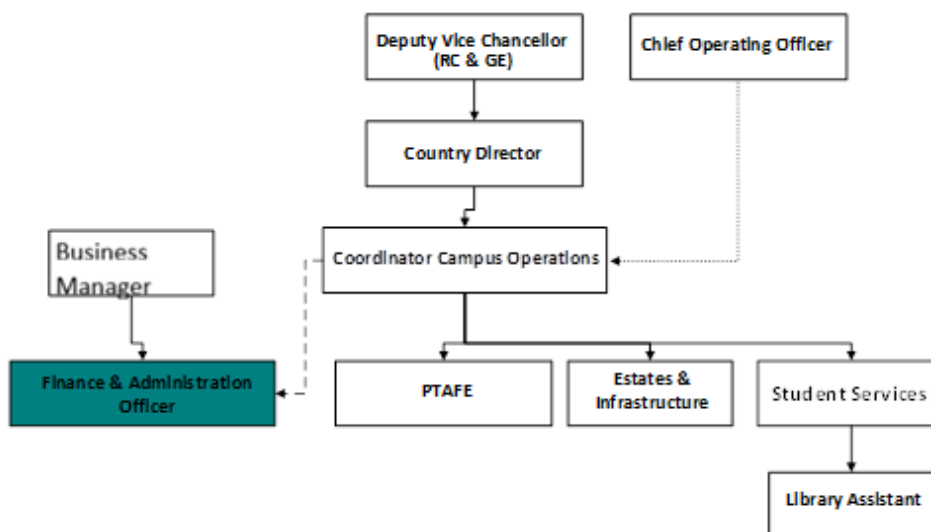
Position Number: SCS085
Department: Regional Campuses
Date of substantive appointment:
Supervised by: Manager Campus Operations
Grade: 6

ORGANISATIONAL CONTEXT

The University of the South Pacific (USP) is a premier regional institution uniquely governed by twelve member countries and dedicated to providing high-quality education and enhancing regionally relevant research opportunities to its diverse student body across the Pacific Islands. USP aims to empower individuals and communities through education, fostering sustainable development and regional cooperation. USP's leadership in the Pacific, through academic knowledge, policy advice, and resource-sharing, continues to play a key role in advancing the region as a whole.

The USP Solomon Islands Campus delivers the University's strategic objectives locally and supports the Solomon Islands, as a USP Member Country, in the social, economic and cultural development of its students and communities. The Finance Officer will assist with all financial and administrative services and ensure that these functions contribute to the overall operational efficiency of the Solomon Islands Campus.

STRUCTURE



POSITION DESCRIPTION

PURPOSE

The Finance Officer is responsible for assisting with all the administration and financial functions to enable the Solomon Islands Campus to deliver its services and support to both students and staff.

NATURE AND SCOPE

Operating within a multi-campus framework, the Finance Officer works closely with the designated Manager Campus Operations, campus staff, and central finance units to maintain accurate records, process transactions, and support financial reporting and administrative services. This includes assisting with procure-to-pay (P2P), accounts receivable (AR), accounts payable (AP), student financial support, cash handling, reconciliations, and compliance reporting for the Campus. The Finance Officer plays a critical role in supporting the financial integrity of the Tuvalu Campus.

The incumbent will also provide administrative and logistical support to the Manager Campus Operations. This may include facilitating meetings and events, travel, community engagement and other activities organized for key stakeholders in Tuvalu.

The Finance Officer supports the Business Manager and the Manager Campus Operations in maintaining the smooth operation of financial and administrative functions, including during periods of absence. The role contributes to effective financial administration, staff support, and service delivery, helping to ensure the Campus's compliance, sustainability, and operational excellence.

Key Responsibilities:

- Assist in procurement and payments processes
- Student services including receipting, debt management, and student enquiries
- Support cash management (including subventions and investments), handling petty cash, daily banking, bank reconciliations, assisting bank relationships
- Assist in payroll activities including timesheets and payroll payments including statutory compliance
- Assist in preparation of financial reports, expenditure management and support audit process and requirements.
- Support in the maintenance of the campus fixed assets register, attractive assets, inventory, and stock control systems
- Support the Manager Campus Operations in financial planning, operational planning, risk management, and implementation of campus initiatives.
- Help ensure compliance with USP policies and procedures across all financial and administrative areas.
- Contribute to continuous improvement initiatives and deliver high-quality customer service to students, staff, and external stakeholders..

POSITION DESCRIPTION

POSITION DIMENSIONS

Staff Responsible for:

Directly:

Indirectly:

Total Level of Costs:

Limits of Authority: Refer to Register of Delegations

Financial:

Non-Financial:

Key Relationships /Internal and External Contacts:

External • Debtors • Creditors	Purpose of Contact • Assist with debt management • Support timely processing of payments
Internal • Accountant • Country Director • Manager Campus Operations • Solomons Islands Campus Staff • Laucala Payroll	Purpose of contact • Provide financial information, assist with reports and obtain necessary approvals • Assist with monthly reports, share updates, and seek guidance • Liaise with campus staff to support operational and administrative activities • Coordinate daily financial activities and provide administrative support • Assist in addressing payroll queries

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
Financial Operations and Compliance • Assist in procurement, purchasing, and payment processes. • Assist in the preparation of the periodic financial reports, including cash flow, debtor status, and expenditure reports • Assist in monitoring expenditure against budget and provide financial information for analysis as required • Support audit processes by providing accurate financial information and documentation as required.	• 100% compliance with procurement and payment policies • 100% reports submitted by the 1st of each month • Variances identified and timely escalated • Audit requirements met with no major findings
Payroll Administration • Assist with coordinating payroll documentation and ensuring timely submission for processing. • Assist in checking payroll data accuracy in line with approved records and statutory requirements • Support payroll teams in resolving discrepancies and staff payroll queries	• 100% payroll documents submitted on time • Payroll discrepancies identified and escalated before payroll processing

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Assist with maintaining payroll records and confidentiality	
Asset and Inventory Management - Assist in ensuring asset and inventory purchases comply with approved policies, thresholds, and delegation limits - Prepare purchase orders and check that received items match supporting documentation. - Assist with maintaining accurate records of fixed assets and inventory and ensure timely submission of documentation - Support coordination of stock takes and inventory control activities - Maintain attractive assets listing	100% purchase orders processed before procurement 100% asset documentation completed and submitted within 3 days - Support assets and inventory control activities. - Stock takes completed according to schedule 100% attractive items captured in the listing
Student Financial Services - Support student receipting and fee collections. - Support debt management and follow-up of outstanding student accounts. - Respond to student financial enquiries in a timely and professional manner. - Assist in maintenance of accurate student financial records. - Foster a positive customer service culture for students, staff, and stakeholders	- Target 100% follow-up on overdue accounts - Student enquiries responded to within 2 working days - Deliver efficient and customer-focused student financial support services
Compliance - Apply USP financial policies, procedures, and internal controls in daily operations. - Support compliance with statutory and regulatory requirements. - Assist with procurement and payment compliance processes. - Support audit activities by providing required information and documentation.	100% compliance with USP financial policies and procedures 100% statutory and regulatory compliance - No material compliance breaches identified during audits
Treasury and Cash Management - Assist with daily banking and cash handling activities. - Administer petty cash and subvention funds. - Perform timely bank reconciliations and resolve discrepancies. - Support effective relationships with banking institutions. - Support investment and cash flow management activities.	- Bank reconciliations completed by the 2nd working day of each month. - No unexplained cash variances. - Petty cash records maintained accurately - Support the effective management of campus financial resources through cash management activities

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Campus Operational Support and Stakeholder Engagement - Support campus planning and operational activities in collaboration with the Country Director and Manager Campus Operations. - Liaise with suppliers, service providers, government agencies, and other stakeholders on routine matters. - Assist with campus budgeting and financial planning processes. - Support operational initiatives and campus projects including Open Day, graduations and orientation	- Timely submission of reports and supporting documentation for approval - Support effective campus operations and stakeholder relationships
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In addition to the above key result areas, the position holder will assist in any other Campus operational duties as and when required

TERMS & CONDITIONS

Salary: Grade 6 – SBD158,042 to SBD170,481

Length of Contract: 3 years renewable

Benefits: Any other benefits as per USP policies and ordinances

POSITION SPECIFICATION**Qualifications and Experience (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
Applicants must have a degree in Commerce or relevant discipline; with 2 years' experience in a financial and/or administrative role.	- Accounting major 1 year in similar role

Key Competencies

<i>Essential</i>	<i>Desirable</i>
- Demonstrated financial management skills, including reconciliations, reporting, and processing payments - Sound knowledge of procurement processes, policies, and expenditure controls - Experience in payroll administration and compliance with statutory and financial regulations - Proficiency in financial systems (e.g. MYOB, Banner) and budget monitoring processes - Understanding of internal controls, risk management, and audit requirements - Assist with staff supervision	- Experience in ICT Support - Experience in working in a medium to large organization

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• Ability to support broader operations through stakeholder engagement	
• Working knowledge of MS Office applications	

Personal Qualities

The appointee should be a team player, change-oriented, has strong attention to detail, results focused, committed to the organization, and a person of integrity

APPROVAL

Supervisor Name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: