



Solomon Islands National Provident Fund Board

NPF Building, Mendana Avenue, P.O. Box 619, Honiara, Solomon Islands
Telephone: (677) 21659 Fax: (677) 20484

The Solomon Islands National Provident Fund (SINPF) was established by the SINPF Act 1973 as a compulsory saving scheme making it the only National Superannuation Scheme in Solomon Islands.

Vacancy Reference No. 03/2020&21

Vacancy: Manager Finance

The Solomon Islands National Provident Fund (SINPF) Board herewith invites competent applicants who is enthusiasm, determined, disciplined and experienced candidates to fill the contracted position of **Manager Finance** within the **SINPF Board Management Team**.

Part 1: Vacant Position Detail

a. Key Role: The **Manager Finance** performs the senior executive responsible position of the Finance department in the establishment of SINPF.

The incumbent is to lead the **Finance Department** to proactively strategize with efficacy to achieve, sustain and continuously improve the endorsed **Strategic Directives, Key Result Areas** and **KPI's; Annual Action Plans** with **Risk and Compliance Frameworks** of the department. The **Manager Finance** reports directly to the General Manager/ Chief Executive Officer.

b. Key Result Areas

1. Collaborate with Board, General Manager/Chief Executive Officer and all Managers in managing the **Finance Department's** Strategic and Operational Mandated and Entrusted Objectives.
2. Manage and Lead the **Finance** team to ensure compliance to related legislations, established policies and procedures, standards, as stipulated in the relevant Acts and by the regulator (CBSI) and International Financial Reporting Standards (IFRS).
3. Proactively Manage and instill a higher performance best fit framework and culture to bring the **Finance** departments to newer height.
4. Lead the **Finance** department with display of prudent high quality behavioral and professional attitudes.

c. Required Key Attributes

1. **Strategic** - Be a strategic thinker to aid and encourage success through others. Visionary and setting achievable priorities
2. **Leadership Qualities** – Nurture team talent to advance objectives and transcend role cross functionally with other departments.
3. **Ethics** - Be sharp analytical thinker. Prudent and impartial as per Accounting/Finance ethical practices.
4. **Governance** - Sound compliance knowledge on legislations (including Regulator's – CBSI), financial procedures, accounting standards and IFRS.
5. **ICT** literate (Software like Pronto, etc)

d. Required Qualification/Experience & Skill

1. **Qualification:** Bachelor Degree in Accounting, Finance or other related discipline
 2. **Experience:** Minimum of 5 Years in Senior Executive Positions.
- A registered member to any recognised professional accounting bodies

Part 2: Vacant Position Requirements

Required Documents

- i. Cover Letter & CV, ii. Certified Qualifications, iii. Reference Letter & Other

Applications

Addressed to:

General Manager/ Chief Executive Officer
SINPF Board
P O Box 619, Hon, SI.

Vacancy Ref No: 03/2020&21

Attention

Part 3: Key Dates and Enquiries

a. Key Dates/Time Closing Date: 17/03/21 Closing Time: 4.30pm	b. Enquiries: For further enquiries please contact Ruth Alepio, Board Secretary, on Tel: 21659 Ext. 247, Email: ralepio@sinfo.org.sb
Part 4: Key Notes to interested Candidates; <i>“The SINPF Board promotes equal employment opportunity; women and men from all provinces are encouraged to apply”.</i>	
a) All documents when submitted as part of the application will be treated with high confidentiality and will become property of the SINPF Board. b) Medical Clearance and Police Report will be only required from the successful candidate. c) Please provide 2 Professional references from independent referees.	