



SENIOR FINANCE OFFICER

Job Description

Review	Manager Internal Services	14/09/2026	
Approval	Director SIMA	14/09/2026	

Solomon Islands Maritime Authority
www.sima.gov.sb

Job Description – Senior Finance Officer	Version 3	14/09/2026
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TABLE OF AMENDMENTS

Revision	Date	Nature of changes
0	02/10/2020	Original
1	10/10/2022	Changed logo Amended Job number and job title in summary
2	06/11/2023	Amended reporting line Amended percentage of key duties and deliverables
3	14/09/2026	Amended reporting line in job summary table to indicate Principal Officer, Finance and Administration Amended Job Purpose to delete controls Amended Key Duties 1 to restrict responsibilities to financial processes Amended Key Duties 3 to delete payroll process Amended Key Deliverables 2 to delete one key deliverable and amended Key Deliverables 3 to delete payroll process

Position No.	SIMA-IS-SO1	Location	Honiara
Job Title	Senior Finance Officer	Grade	E – Senior Officer
Reports to	Principal Officer, Finance and Administration	Positions Supervised	1-5 staff
Employment	Full-time	Contract	3 years on first appointment renewable upon performance
Department	Internal Services		
Job purpose	The Senior Finance Officer is responsible for supervising day-to-day financial accounting, budget planning, execution and reporting, and reconciliations in SIMA's financial system. He/she focuses on the strict implementation of the SIMA's Financial, Accounting and Administration Manual.		

1 KEY DUTIES

1 – Finance & Accounting Coordination (20%)

- Coordinate and control the work of officers responsible for finance and/or administration across the organisation to process revenue collection, procurement and payment as per the SIMA's Financial, Accounting, Administration Policy Manual and records kept.
- Manage the delivery of the finance work plan to achieve the objectives and targets related to budgeting, accounting and financial reporting and audits.
- Provide support with regular financial reports and information and issues related to the collection of revenues.
- Motivate and influence staff, monitor progress, share experience and knowledge in the field of expertise.
- Lead by example and ensure direct reports are punctual, maintain high-level in-office presence and attend tasks in a timely manner.

2 – Budgeting (20%)

- Design and circulate budget templates; coordinate with managers and responsible officers the development of annual budgets following Director instructions.
- Monitor revenue and expenditure transactions to ensure they are tagged to the right budget headings.
- Develop and circulate finance calendar including budgeting and reporting cut-off dates, payroll information, etc..
- Track sectoral budgets execution to ensure all operations are within budget and regularly report to the Manager, Internal Services and Director any variances between actual and budgeted financial results at the end of each reporting period.
- Develop budget forecast and detailed annual budget for submission to the Board of SIMA.
- Advice on collection of revenues and variance between revenues forecast and actual revenues.

3 –Financial Operations (50%)

• Supervise the update of financial records in SIMA financial system (spreadsheet and software) in respect of accounts, relevant General Ledger accounts fully reconciled with SIMA underlying records and initiate remedial actions where required. • Ensure proper records are kept of financial transactions in hard and/or soft copies as required. • Monitor deposit of cash and checks to bank and management of petty cash on a weekly basis, and ensure proper records are maintained. • Ensure the update inventory records related to assets and consumables and ensure depreciation, additions and disposals are recorded and reconciled. • Ensure the timely payment of vendors and suppliers ensuring procurement process is followed and payment documents comply with the SIMA's Financial, Accounting, Administration Policy Manual. • Ensure revenue collection and recording in SIMA's financial system and execute controls on a regular basis. • Review bank and credit card statements and reconciliation reports. • Coordinate the monthly reconciliation and report of all accounts.
4 – Financial Reporting (10%)
• Prepare monthly statements including bank account reconciliation and cash flow, payroll, variances in budget execution, payables and receivables and other information as required. • Support submission of accurate and reconciled information prior to internal external financial audits for the annual financial statement.

2 KEY DELIVERABLES

1 – Finance & Accounting Coordination (20%)
• Throughout the year SIMA executive management is reported variances and issues in financial management and operations. • Throughout the year officers responsible for finance meet regularly and communicate to ensure financial operations are well managed and tasks performed maintaining segregation of duties.
2 – Budgeting (20%)
• Each year sectoral budgets are compiled in a detailed organisation's budget in accordance with the Corporate Plan budget forecasts and Director instruction for submission to the Board of SIMA. • Each month budget execution and revenue collection are monitored and reported.
3 – Supervision of financial operations (50%)
• Each month, SIMA's financial system and accounts are reconciled and reported. • At all time, payments and revenue collection are performed as per the SIMA's Financial, Accounting and Administration Manual with all supporting documentation and records. At all time, assets and inventory are updated and reconciled.

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4 – Financial Reporting (10%)
- Each month, reconciled financial information is provided for the annual financial statement. - Monthly statements and reports are submitted as required by SIMA’s executive management.

3 SPECIFICATIONS AND BEHAVIOUR

Capabilities Required Ability to coordinate work of finance and/or administration officers. Ability to promote good budget execution and accounting across technical teams. Ability to implement procedures and keep good records. Ability to use financial management systems and software. Ability to deal with ambiguity, complexity and conflicting priorities. Ability to advice executive management on finance.
Interpersonal skills & teamwork Ability to communicate both in writing and verbally financial advices and instructions to senior level technical teams. Ability to facilitate teamwork with officers within other departments in charge of finance or administration.
Promotion of equity and equality Ability to promote equity and equality (relating to non-discrimination) in relation to gender, culture and disability.
Work ethics Ability to promote and apply SIMA Act 2018, Code of Conduct, HR Policies and Procedures. Commitment to high-quality work, meeting deadlines and achieving personal work plan objectives.
Management (<i>if at least one direct report</i>) Ability to organise team to implement dedicated activities to achieve targets.
Leadership <i>Not applicable.</i>

4 QUALIFICATIONS, EXPERIENCE AND SELECTION CRITERIA

EDUCATION & QUALIFICATION	
<i>Essential</i>	<i>Desirable</i>
Tertiary qualification in accountancy, finance, or related field with diploma in accountancy.	Bachelor’s degree in accountancy, finance, or related field with specialised certificate in the field of finance.

EXPERIENCE	
<i>Essential</i>	<i>Desirable</i>
5-7 years of demonstrated experience as accountant in private company.	Demonstrated experience in as accountant responsible for accounting, payroll and annual reporting in a small business.

SELECTION CRITERIA

1. Demonstrated ability to supervise day-to-day financial operations.
2. Experience in drafting financial reports and preparing financial audits.
3. Experience in using a financial management system and software and in Excel or similar applications.
4. Good knowledge of international Financial Reporting Standards (IFRS) and familiar with annual financial statement in accordance with IFRS.
5. Previous experience in managing a team or coordinating implementation of financial policies and procedures among teams.
6. Excellent communication and interpersonal skills confidently providing financial advice.

5 LEVEL OF DELEGATION AND WORKING RELATIONSHIPS

LEVEL OF DELEGATION	
• Activity budget execution within the agreed limits. • Approval of staff leave, travel and other staff management related requests in the areas of responsibility.	
WORKING RELATIONSHIPS	
<i>Internal</i>	<i>External</i>
• Principal Officer, Finance and Administration (report to). • Director. • Managers and Deputy Director. • Officers responsible for administration and finance across the organisation. • Officers across sectors for budgeting and implementation of the financial policies and procedures.	• Office of the Auditor General. • Ministry responsible for finance.

6 APPROVAL

This Job Description is signed and accepted by the employee and his/her direct supervisor and approved by the Director. It may be reviewed by the employee and his/her direct supervisor at the occasion of the annual performance reviews and amended accordingly by the Manager, Internal Services. Major changes such as the Key Duties, Key Deliverables, and level of financial delegation will require approval by the Director.

Direct Supervisor

Date

Employee

Date

Director

Date