



**Bmobile SI Limited**

**Position Description**

**Position Title:** Finance Officer - Inventory

**Work Location:** Bmobile SI Limited HQ, Honiara, Solomon Islands

**Department:** Finance

**Reports to:** Financial Controller

- Full-time**  
 **Part-time**

**Essential Duties and Responsibilities:**

Reporting to the Financial Controller- SI the position will play an active role in supporting the team with regards to the company inventory and logistical support services.

The role also requires experience working with various suppliers, partners and subcontractors, as well as the ability to multi-task and handle complex and competing priorities.

**Duties and Responsibilities**

- Handle the logistics part (issue/delivery and receipt) of trade stock for both external and internal customers;
- Daily stock checks and reconciliations with stocks sold and returned;
- Performs daily and monthly physical trade stock counts at Honiara warehouse and report on the result to supervisor for trade stock valuation report purposes;
- Data entry for all items sold to distributors and re-sellers;
- Updating master stock list on a daily basis;
- Issuing daily stock request and reconciling stocks returned;
- Other duties directed from time to time.

**Education and/or Work Experience Requirements:**

- Diploma or Bachelor's Degree in Finance, Accounting or related field from a reputed institute;
- 2 – 3 Years' experience in a similar role;
- Computer Literate
- Excellent analytical and communication skills
- Knowledge of financial regulations and accounting processes.

**Remuneration:**

Remuneration package will be offered based on relevant qualification and experience of the successful candidate.

**Direct all applications to:**

Manager – Human Resources

Bmobile (SI) Limited

PO Box 2134

Honiara, Solomon Islands

Applications can be hand-delivered at our Head Office, top floor Grand Plaza, Town Ground or emailed to: [jobs@bmobile.com.sb](mailto:jobs@bmobile.com.sb)

**Closing Date:** January 11, 2021