



Vacancy Notice

Finance Officer – Payable

Bemobile (Solomon Islands) Limited invites application from qualified individuals for the position of Finance Officer - Payable. Reporting to the Financial Controller, Finance Officer – Payable purpose is to ensure day to day management of all payment cycle activities for all vendors in a timely and efficient manner

Duties and Responsibilities includes:

- Track payments and expenditures including POs, invoices and statements
- Reconciliation of accounts and provide updates to FC
- Preparation and processing of payment to vendors both local and international
- Preparing analysis of accounts
- Verifying and processing entries to systems
- Ensure payment records are updated and filed
- Be able to work in a team and achieve the desired results
- Other duties directed from time to time.

Education and/or Work Experience Requirements:

- Diploma or Bachelor's Degree in Accounting or a related field from a reputed institute
- Minimum of 2-3 years' experience in a related field. New graduates are also encouraged to apply.

Others:

- Ability to handle vendors and customers efficiently
- Excellent analytical, strong communication skills, problem solving and negotiation skills;
- Strong leadership talent, interpersonal and organizational skills
- Good personal presentation
- Having high degree of self – motivation and ambition
- Capability to grow in a competitive environments
- Working knowledge of various types of telecommunication equipment
- Computer literate with exceptional knowledge in MYOB, Excel and other accounting software

Benefits

Competitive remuneration in line with experience and qualifications. All applications will be treated with the strictest confidence. Bemobile is an Equal Opportunity Employer.

How to apply:

Required Documents:

- Cover Letter
- Certified copies of qualifications and CV with name and contact details of 2 professional referees.

Applications to be addressed to:

Human Resources Manager
Bmobile SI Limited
PO Box 2134
Honiara, Solomon Islands

Please direct all applications via email to: jobs@bmobile.com.sb or can be hand-delivered at our Head Office, located at Grand Plaza Building (Top Floor), Town Ground.

Closing Date: COB February 18, 2022.

Applications will be assessed as they are received. Only shortlisted applications will be contacted.