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www.ramadaresort.com.vu

Ramada By Wyndham Port Vila (RBWPV) is seeking suitable candidates to appoint for the following position.

Accounts Payable Officer

An opportunity now exists for an experienced Accounts Payable Officer to join our dynamic team. Reporting to the **Chief Financial Officer** and working closely with the broader Finance Team, you will hold accountability for providing accounts payable services across the Resort.

Minimum skills required to succeed in our Accounts Payable Officer role:

- Generating invoices and verifying accurate payments;
- Debtor management and reconciliations of accounts;
- Investigate and escalate any variations to maintain optimal business financial performance;
- Maintain and uphold process integrity;
- Support and collaborate on month end financial processes;
- Keep track of all payments and expenditures, purchase orders, invoices and statements;
- Reconcile processed work by validating entries and comparing system reports to balances;
- Other duties as required by the business or financial team.

The successful candidate will have the following attributes:

- Experience in a similar role;
- Demonstrated problem solving;
- Excellent communication skills (written and verbal);
- Strong attention to detail;
- Ability to juggle conflicting priorities;
- Exceptional relationship management and interpersonal skills;
- High level of proficiency in one or more of these systems – MS Office, MYOB.

If you have the skills and desire to join our team, please send your resume with a cover letter and contact details of 3 recent referees to finance@ramadaresort.com.vu

Applications will close 7th October 2022