



National University of Vanuatu

Job Description and Specification



Job Title	Senior Manager - Finance and Administration
Reporting To	Director of Operations
Job Purpose	Effectively manage all Finance and Administration functions of the NUV
Position Summary	<p>Manage all NUV finance and administrative functions, including budgetary planning, budget monitoring, fiscal and administrative compliance.</p> <p>This is a senior position.</p>
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's Act No34 of 2019, Strategic Plan, HRM Manual, Finance Regulations, Remuneration Policy and such other governance and policy documents, including decisions of the Governing Bodies of NUV.- General Administration and Financial standards applicable in corporate entities, including higher education institutions.<i>Ensure the effective management and implementation of NUV Finance and Administration functions, including:</i><ul style="list-style-type: none">- Effectively manage an optimal financial management system for NUV (Xero currently in use)- Ensuring that effective financial rules and procedures are in place and used- Ensuring legal compliance with all Vanuatu laws in matters of finance- Effectively managing budgetary and project funds and ensure good control and compliance over requirements of government and international funding- Effectively supervising and regularly assessing the performance of NUV finance staff, ensuring productivity and engagement- Overseeing all financial systems and transactions- Creating of financial reports and dashboards- Ensuring that all financial records are properly kept and updated, including spreadsheets of daily transactions records of accounts receivable and payable, expense records and reimbursements, invoices, tax payments, tuition payments, scholarships, and other financial transactions- Coordinating and preparing the overall annual budget and financial projections for the NUV and assist Managers and Faculty Deans in the preparation of Departmental and Faculty budgets and projections

- Maintaining reports on financial metrics, including dashboards
- Preparing regular financial reports for Management and Council, including the year-end financial statements portion of the NUV annual report
- Ensuring that malpractice and fraud prevention safeguards are in place and operating effectively
- Regularly reviewing all financial records against discrepancies, potential ill practice, and other governance matters
- Managing all necessary processes for NUV annual audit and present Audit Report to Management and Council
- Ensuring that all proper registration and other administrative requirements applicable to the NUV are followed
- Effectively liaise with Deans of Faculties, Department Managers, and Executive Management on finance issues

3. Develop new revenue policies and proposals for NUV

- Develop policies and proposals to generate revenue for the university.
- Assist management with funding proposals to attract both internal and external funding
- Monitor the financial performance of NUV and provide guidance on school fees structure and other revenue sources, including grants

4. Other:

- Participate in regular meetings of Management and Council, as required in relation to Finance and Budget matters
- Advise Management executives, and faculty deans on key finance and budgetary matters
- Ensure effective management of finance related to conflict management and grievances
- Willing to acquire additional skills and improve on own capacity-building to better serve the NUV
- As required, assist staff with in-house training sessions

Critical Competencies

1. Perform and behave *in a professional manner*, with occupational knowledge and accountability and adaptability to changing situations
2. *Strive for excellence*, with communication, inclusiveness and teamwork
3. *Contribute to the NUV*, with innovation, leadership and quality focus

Qualifications

University Degree with extensive experience or Post-graduate in Finance or Accounting from a recognized institution

Special Skills

- In-depth knowledge of finance functions and best practices
- In-depth knowledge of Vanuatu Law, related to financial and administrative issues
- Extensive experience with finance and accounting software systems
- Knowledge of finance systems, databases, and metrics
- Ability to architect finance strategy along with leadership skills
- Attention to detail, facts, and figures
- Ability to quickly produce clear reports and briefs on finance, budget and operational matters
- People oriented, inclusion oriented and results driven
- Excellent written and verbal communication skills
- Excellent active listening, negotiation and presentation skills

Required Experience

More than 5 years' experience in Finance at the senior management or higher executive level

Experience in University settings and corporate environment preferred

Language

Fluent in English, French and Bislama

Terms and Conditions of Employment

Three-year local contract

Annual salary range: 3.9 - 4.7 M VT + 25 % benefits depending on qualifications and experience

The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate basis of gender, religion, nationality, race, language or disability.

Selection Methods

Please send your cover letter and CV with 2 references from past/recent employment and evidence of your highest qualifications including not more than 3 (three) page summary demonstrating your eligibility for the role to the following address: apply@univ.edu.vu

Deadline for submission: 25th November 2022 by 4:00 PM