

Central School - Financial Controller

Central School is a Vanuatu Government School with over 1,000 students from ECCE to Year 13. We are seeking to recruit a Financial Controller for our fast paced office. You will be working closely with the School Council, Principal, and Heads of Department and assisted by 2 office staff in this role.

Employment Type: Full Time

Estimated start date: 1 April 2024

Salary: Remuneration will be negotiated on the basis of relevant skills, experience and qualifications.

Experience and Skills Criteria:

- Strong level of MYOB skills
- Minimum 3 years experience in similar position
- Proficiency in MS Office Applications (Word, Excel, Access)
- Proven track record of providing insightful financial analysis to senior management
- Excellent written/spoken English
- Prioritising/time management/meeting deadlines
- Problem solving
- Staff Management/Delegation/Training Development
- Proven financial and administrative compliance and process management

Job Description/Duties:

- Prepare, analysis and provide commentary on monthly/annual financial reports.
- Prepare and maintain budgets and forecast.
- Manage cash flow and reconciliation.
- Improve, monitor and update current financial controls, processes, policies and procedures.
- Manage creditors/purchasing - Tracking expenditure parallel with budget.
- Manage debtors ensuring policies and procedures have been followed and quality communication is consistent.
- Manage payroll, VNPF, Severance, Liabilities.
- Manage and train/develop office admin/account staff ensuring tasks done daily/weekly/ monthly.

To be considered for this position all applicants must address the Experience and Skills Criteria in a cover letter supporting your claim. Candidates should include a Curriculum Vitae and details of 2 referees including their position, location and contact information.

All applications need to be received no later than 4.00pm on 4 March 2024. Applications can be addressed to Mr. George Willietien, Principal, by email admin@centralschool.edu.vu or submitted in person to Mr. Steven Bough at the School's Admin Office.