



National University of Vanuatu

Job Description and Specification



Job Title	Manager of Finance and Administration
Reporting To	Director of Operations
Job Purpose	Effectively manage all Finance and Administration functions of the NUV
Position Summary	Manage all NUV finance and administrative functions, including budgetary planning, budget monitoring, fiscal and administrative compliance,
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none">1. <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.2. <i>Ensure the effective implementation of NUV Finance and Administration functions, including:</i><ul style="list-style-type: none">- Putting in place an optimal financial management system for NUV (MYOB, Xero, other)- Ensuring that effective financial rules and procedures are in place and used- Ensuring legal compliance with all Vanuatu laws in matters of finance;- 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 Deans in the preparation of Departmental and Faculty budgets and projections- Maintaining reports on financial metrics, including dashboards- Preparing regular financial reports for Management, 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
- Ensuring all proper registration and other administrative requirements applicable to the NUV
- Effectively liaise with Deans of Faculties, Department Managers, and Executive Management on finance issues

3. Develop new revenue proposals for NUV

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

4. Other:

- Participate in regular NUV management meetings
- Advise Management executives, and deans on key finance and budgetary matters
- Ensure effective management of finance related conflict management and grievances
- Willing to acquire additional skills and improve on own capacity-building to better serve the NUV.

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 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

	<ul style="list-style-type: none"> ➤ 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	5 years' experience in Finance at the management or executive level Experience in University settings preferred
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	Three-year local contract Annual salary: 3.9 M VT + 25 % Benefits
Selection Methods	Please send your application with 2 references from past/recent employment and evidence of your highest qualifications to the following address: apply@univ.edu.vu Deadline for submission: 14 th May 2021 4 PM