

## Advertisement

**Project:** Consultancy for the Finance System and Accounting Processes Upgrading  
**Place of Assignment:** Port Vila, Vanuatu  
**Closely Working with:** CARE in Vanuatu Finance Team  
**Duration:** 13 days between 17th December 2021 to 7<sup>th</sup> of January 2022

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### **CARE INTERNATIONAL IN VANUATU**

CARE Vanuatu is part of the global CARE International confederation, which helps poor and vulnerable people in more than 93 countries around the world. CARE has been in Vanuatu since 2008, working with communities to build resilience to disasters and climate change shocks and increase women and girls' involvement in community and national leadership.

CARE in Vanuatu is supporting communities in TAFEA and PENAMA with funding support from DFAT, USAID, EU and other funding donors.

In its continuous pursuit for improvement, CARE has recently upgraded its system leading to a more robust, much efficient financial management environment which can respond to multi funding, multi donor and governmental financial statutory requirements. With this upgrade, CARE needs to review its documents, templates and other financial processes to ensure that these can support the new system.

### **PURPOSE**

The purpose of this consultancy is to lead in the **review** and **redesign** of CARE's current financial documents and templates. **The redesigned templates;**

- should be able to provide efficiency and accuracy in relation to its preparation and review of financial transactions;
- should be Sun System ready for processing.

<b>Tasks</b>
Initial meeting with Finance team, clarifying terms of reference emphasizing the required outputs, orientation on CARE's Finance System and processes, current templates being used.
Review of finance documents and templates (maximum of 15 templates)
Re-designing of templates
Template/Journal Testing to Sun System
Presentation and approval of outputs to CARE
Orientation/Training of Finance staff assigned to prepare templates
Final report submission

### **Selection Criteria**

- Minimum of 5 year experience in finance management and accounting in international non-governmental organisations (INGOs)
- Accounting, business administration or finance college degree

- Extensive experience in Computerized accounting system - Sun System (preferred), XERO, SAGE, MYOB, Quickbooks
- Proven high level skills in excel (setting-up complicated formula)
- Understanding of multi and bilateral donor policies and procedures
- Ability to use financial system to track accounting activity is required, knowledge of XERO accounting system preferred
- Ability and permitted to work in Vanuatu
- Preferred knowledge and experience working in Vanuatu or in the Pacific working with INGOs
- Can be Individual, group or company

### **Expression of Interest**

Expressions of Interest should include:

1. A maximum 1-page cover letter including a statement of capability, listing of consultancy services performed of similar nature.
2. Current CV of the consultant or everyone included in the Expression of Interest
3. Daily fee rate

Expressions of interest and requests for further information should be submitted to Sylvain Malsungai at the following email address: [sylvain.malsungai@careint.org](mailto:sylvain.malsungai@careint.org).

Applications closes 20th December 2021 at 12 noon (Vanuatu Standard Time).

**Approved by: Bridgette Thorold, Country Director**