



VANUATU NATIONAL KALJORAL KAONSEL  
**Vanuatu National Cultural Council**  
**Conseil National Culture du Vanuatu**

VANUATU KALJORAL SENTA  
**Vanuatu Cultural Centre**  
**Centre Cultural du Vanuatu**

PMB 184, Port Vila Vanuatu, South Pacific Phone/Fax (678) 26590 Email. vks@Vanuatu.com.vu

## ADVERTISEMENT:

### Position of Senior Finance Officer

<b>1. Identification</b>	
<b>Position Title:</b>	<b>Senior Finance Officer</b>
<b>Reports to/Position title</b>	<b>Director</b>
<b>Location</b>	<b>Port Vila</b>
<b>Salary Scale: PS 6.1 per annum</b>	<b>VT 1,982,760 plus other benefit</b>
<b>2. Finance Section</b>	
<p>The Senior Finance Officer is responsible for all financial functions for Vanuatu National Cultural Council including accounting, payments and banking, payroll, budgeting, financial reporting and compliance. The Finance Section ensures compliance with Government and donor regulations as well as Vanuatu National Cultural Council's internal Staff Manual and Procedures. The Senior Finance Officer needs to provide timely reports and assistance to the Director and the Heads of Sections to ensure that financial resources are used efficiently and effectively and in compliance with the PFEM Act VNCC Act (CAP. 186) and the VCC Financial Procedures Manual.</p>	
<b>3. <u>Education/Professional Designations/Experience</u></b>	
<ul style="list-style-type: none"> <li>• Bachelor degree</li> <li>• Relevant Field: Accounting and Finance</li> <li>• Minimum of four (4) to five (5) years of progressive financial management experience is required.</li> <li>• Demonstrate experience and skills with budget preparation and analysis, financial reporting, preparation and presentation and the proven ability to translate technical financial data into informative reports.</li> <li>• Strong accounting skills and experience including management of general ledger, journal entries, payroll payable and balance sheet.</li> <li>• Advanced computer skills in MYOB programs or in Zero package would be an advantage.</li> <li>• Prior staff supervisory experience and strong organizational skills are desired.</li> <li>• Excellent oral and written English or French skills.</li> </ul>	

- Other specific technical skills required:
- Accounting package knowledge ie MYOB or Zero
- Good communication and excellent inter-personal skills
- Team player who is responsible and confident at dealing with people at all levels and different backgrounds.
- Good analytical skills are essential.
- Problem solving and solution oriented attitude;
- Be methodical and adaptable.
- Planning skills and attention to detail.
- Ability to work under minimal supervision and deliver on set objectives within given deadlines.
- Conduct himself/herself both professionally in such a manner as to bring credit to VNCC and to not jeopardize its cultural values.
- Approachable and willingness to listen in order to assist& mentor finance and non-finance colleagues.
- Ability to occasionally conduct training of staff within the financial management area.
- Ability to work under pressure with irregular working hours.

<b>4. Key Result Areas</b>		<b>5. Key Performance Indicators</b>	
<b>4.1</b>	Assist in developing and expending annual fiscal year budgets together with the Director and Head of Sections.	<b>5.2</b>	<ul style="list-style-type: none"> <li>• Annual Budget prepared on time</li> <li>• Support MBC preparation</li> <li>• Support NPP &amp; GIP submissions</li> <li>• Allocate budget against agreed Cost Centres</li> <li>• Track under and overspends against annual forecasts in Cost Centres</li> <li>• Provide support to Director for development of Grant &amp; Project requests/proposals</li> </ul>
<b>4.2</b>	Plan, implement & report on financial operations of the Vanuatu National Cultural Council In accordance with PFEM Act & VCC Staff Manual & Procedures	<b>5.2</b>	<p>VCC Finances well administered</p> <ul style="list-style-type: none"> <li>• cash flow management tracked Excel to ensure the smooth implementation of VNCC projects</li> <li>• Plan and monitor VNCC cash flow</li> <li>• Maintain banking relations</li> <li>• budget tracked with report to Directors signature before submission to Treasury Section of MFEM for next Monthly Warrant</li> <li>• Supervises compliance of internal controls followed by finance staff through VCC Staff Manual &amp; Procedures,</li> <li>• Financial reporting delivered on</li> </ul>

			<p>time</p> <ul style="list-style-type: none"> <li>○ Monthly Report to Director</li> <li>○ Cheque book reconciliation Reporting to Director</li> <li>○ Quarterly Report to Council</li> <li>○ Audit Report if required</li> <li>○ Annual Report on GoV Grant &amp; other project grants &amp; revenue</li> </ul> <ul style="list-style-type: none"> <li>● Financial record keeping up-to-date with cheque book reconciliation</li> </ul>
4.3	Plan, implement & report on financial operations project programs in accordance donor regulations & requirements	5.3	<p>Project funds administered as per requirements of the donor agency</p> <ul style="list-style-type: none"> <li>● cash flow management tracked Excel</li> <li>● Reports provided as required</li> <li>● Supervision of Project FO as needed</li> <li>● Support for Technical Advisors expenditure &amp; project initiatives</li> <li>● Stay abreast with donor procedures and regulations; compile and update applicable local policies</li> <li>● Prepare financial reports for review by the Director to donors in line with donor requirements and templates.</li> </ul>
4.4	Ensure fortnightly payroll for staff must be prepared and submitted on time	5.4	<ul style="list-style-type: none"> <li>● Payroll on time</li> <li>● Directions to bank for timely fixed salary payment</li> </ul>
4.5	Provide financial administration for VCC cultural festivals and cultural events	5.5	<ul style="list-style-type: none"> <li>● Budget is planned, drawn down &amp; reported</li> <li>● Full financial acquittals with supporting documents to Director GoV and/or funding agencies</li> </ul>
4.6	Provide Monthly Report to Director	5.6	<ul style="list-style-type: none"> <li>● Monthly standard accounting submission to the Director for review including general ledger files, account reconciliation expenditures by cost center/projects as well as other financial information in a timely and accurate manner.</li> <li>● Including timely recording of transactions cash management,</li> </ul>

			banking, payroll, inventory, receivables and payables.
4.7	Review up-date and implement VCC Finance Procedures Manual	5.7	<ul style="list-style-type: none"> <li>VCC Finance Procedures Manual up-dated regularly to reflect PFEM &amp; CTB Acts and VCC Staff Manual</li> <li>Training for all VCC staff on financial requirements conducted</li> </ul>
4.8	Train and supervise finance staff.	5.8	<ul style="list-style-type: none"> <li>Training provided to ensure staff are compliant with Finance Procedures Manual</li> </ul>
4.9	Supervise VCC finance staff	5.9	<ul style="list-style-type: none"> <li>Check Annual Work Plans of finance staff against VCC Business Plan and their JDs</li> <li>Undertake on time Performance Appraisals for Director of Finance Officers.</li> </ul>
<b>6. Supervisory Responsibilities</b>			
<ul style="list-style-type: none"> <li>This position supervises Finance Officers under the Vanuatu National Cultural Council.</li> </ul>			
<b>7. Any other duties reasonably requested by the Director and Head of sections</b>			
<b>8. Additional Duties</b>			
<ul style="list-style-type: none"> <li>The Senior Finance Officer is expected to be able and willing to cover for any of the positions in the Finance section.</li> <li>Travel to provinces in times of cultural festivals &amp; activities if required.</li> </ul>			

**Please send application, including cover letters, reference, CV and Qualifications before 4.30pm, 5<sup>th</sup> August, 2022, address to:**

- **Chairman of Vanuatu National Cultural Council,  
P. O. Box 184,  
Port Vila**

**You can also e-mail your application to: [hmala@vanuatu.gov.vu](mailto:hmala@vanuatu.gov.vu)**