



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

## **RE-ADVERTISEMENT:**

### **Position of Senior Finance Officer**

<b>1. Identification</b>	
<b>Position Title:</b>	<b>Finance Manager</b>
<b>Reports to/Position title</b>	<b>Director</b>
<b>Location</b>	<b>Port Vila</b>
<b>Salary Scale per Annum: PS 6.1</b>	<b>VT 1,906,500 plus other benefits</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. In its role as a Senior Finance Officer needs to provide timely reports and assistance to the Director and the Head of section to ensure that financial resources are used efficiently and effectively.</p>	
<b>3. Key duties and responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Oversee and manage daily program-wide accounting and finance functions including timely recording of transactions cash management, banking, payroll, inventory, receivables and payables.</li> <li>2. Plan and implement system for financial operations of the Vanuatu National Cultural Council and the project programs in accordance of staff manual and donor regulations; including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance.</li> <li>3. Train and supervise finance staff.</li> <li>4. Maintain banking relations, plan and monitor VNCC cash flow requirements to ensure the smooth implementation of VNCC projects.</li> <li>5. Prepare 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>6. Prepare financial reports for review by the Director to donors in line with donor requirements and templates.</li> </ol>	

<p>7. Assist in developing annual fiscal year budgets together with the Director and Head of Sections.</p> <p>8. Continuously stay abreast with donor procedures and regulations; compile and update applicable local policies.</p> <p>9. Ensure compliance with VNCC Act (CAP. 186) and VNCC Staff Manuel.</p> <p>10. Conduct himself/herself both professionally in such a manner as to bring credit to VNCC and to not jeopardize its humanitarian mission.</p> <p>11. Other duties as assigned by the Vanuatu National Cultural Council and Director of Vanuatu Cultural Centre.</p>
<p><b>4. Supervisory Responsibilities</b></p> <ul style="list-style-type: none"> <li>• This position supervises Finance Officers under the Vanuatu National Cultural Council.</li> </ul>
<p><b>5. Education/Professional Designations/Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor degree in Accounting or Finance is required.</li> <li>• Minimum of four (4) 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>
<p><b>6. Other specific skills requirement</b></p> <ul style="list-style-type: none"> <li>• Good communication and excellent inter-personal skills</li> <li>• A team player who is responsible and confident at dealing with people at all levels and different backgrounds.</li> <li>• Good analytical skills is essential.</li> <li>• A problem solving and solution oriented attitude; be methodical and adaptable.</li> <li>• Planning skills and attention to detail.</li> <li>• Ability to work under minimal supervision and deliver on set objectives within given deadlines.</li> <li>• Approachable and willingness to listen and assist finance and non-finance colleagues.</li> <li>• Ability to work under pressure and on irregular working hours.</li> <li>• Ability to occasionally conduct training of staff within the financial management area.</li> </ul>
<p><b>7. Covering responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Senior Finance Officer is expected to be able and willing to cover for any of the position in the Finance section.</li> </ul>



Please send application, including cover letters, reference, CV and Qualifications before  
4.30pm, 20<sup>th</sup> January, 2023, address to:

- Director, Vanuatu Cultural, P. O. Box 184, Port Vila  
Or e-mail:rijashna@gmail.com

