

VANUATU QUALIFICATIONS AUTHORITY

Job Description

Job title	Principal Officer Finance & Administration
Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	B00122
Level Suggested by VQA	PS 8.1
Organization	VANUATU QUALIFICATIONS AUTHORITY
Department	Corporate Services, Research, Planning and Monitoring Division
Location Where the position is located	Port Vila
Purpose “why this Post exists” this might be a one-line statement adapted from the Corporate Plan or Business Plan for higher-level Posts.	The purpose of this position is to assist the Assistant CEO for the Corporate Service, Research, and Planning & Monitoring in managing the Administration & Finance Unit’s employee output. This is to ensure that the Unit is providing efficient and effective support services to other Units within the Authority’s structure. S/he certifies that there is reliable and accurate financial information and reports of the Authority are provided on time, transparency of financial report is maintain at all times and there is annual audit of the VQA account to ensure regular compliance with Vanuatu’s Financial legislation.

Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)

Key Result Area 1: Manage Finance & Administration Units’ employees

Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
1.1 Provide leadership to the Office Manager, Driver, Accounts Officer, Financial Audit Officer and Account Receivable Officer	<ul style="list-style-type: none"> The planning, implementation, monitoring, reporting and provisions of all administrative personnel are well coordinated and carried out in an effective manner
1.2 Ensure smooth operation of the on-going Finance & Administrative functions	<ul style="list-style-type: none"> Finance & Administration activities are achieved according to right timeframe
1.3 Provide information to Finance & Administration employees regarding the Finance & Administration procedures, processes and practices	<ul style="list-style-type: none"> Finance & Administration employees are well-familiarise with their administration procedures, processes and practices
1.4 Provide assistance to the employees of the Finance & Administration Unit	<ul style="list-style-type: none"> Excellent feedback receive from employees Monthly report indicate satisfaction from employees on their performance

Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)

Key Result Area 2: Develop the Units annual work plan and budget

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<p>2.1 Development and monitoring of strategic work plans and annual budget</p>	<ul style="list-style-type: none"> Finance & Administration Unit's budget is developed and monitor 	
<p>2.2 Ensures that resources allocated to the Unit are secured and used to achieve quality outputs</p>	<ul style="list-style-type: none"> All employees of the Finance & Administration Unit are allocated with efficient resources Quality outputs produced 	
<p>2.3 Identify administration needs and supporting the implementation of the Units annual work plan annually</p>	<ul style="list-style-type: none"> Finance & Administration needs are identify and implement annually 	
<p>Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible. (at least 4)</p>		
<p>Key Result Area 3: Manage and oversee the daily operation of the Authority's Finance.</p>		
<p>Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve for lower level jobs it will be more specific e.g. deliver, record, type, maintain.</p>	<p>Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.</p>	
<p>3.1 Ensure that reliable and accurate information on the authority's finance is provided monthly</p>	<ul style="list-style-type: none"> Quarterly financial report provided to both Management and VQA Board 	
<p>3.2 Certify that all reporting of the Authority's finance are conducted transparently and accurately</p>	<ul style="list-style-type: none"> Financial report indicated accuracy and transparency 	
<p>3.3 Assess Management with the development of the Authority's Budget</p>	<ul style="list-style-type: none"> Annual budget present to the VQA Board and meeting of Directors 	
<p>3.4 Ensure VQA's financial report is produce annually and submitted to the office of the Auditor General for auditing</p>	<ul style="list-style-type: none"> Financial report is submitted to auditor Audited financial report produced 	
<p>Reports directly to Title of Post and Level only</p>	<p>12</p>	<p>Directly supervises Title of Posts and level if any</p>
<ul style="list-style-type: none"> Assistant CEO Corporate Services, Research, Planning and Monitoring 		<ul style="list-style-type: none"> Office Manager, PGTB Coordination Officer, Accounts Officer Financial Auditor officer Account Receivable Driver
<p>Frequent Internal Personal Contacts with... ("Internal" means within VQA & Ministry responsible)</p>	<p>14</p>	<p>Occasional Internal Personal Contacts with...</p>
<ul style="list-style-type: none"> Administration & Finance staffs Assistant CEO Corporate Service, Research, Planning and Monitoring 		<p>Other VQA employees</p>

<ul style="list-style-type: none"> • CEO • Principal officers of other Units 		
Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16	Occasional External Personal Contacts with...
<ul style="list-style-type: none"> • MoET • PSET providers • VQA clients 		<ul style="list-style-type: none"> • Other VQA stakeholders
Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly), to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b), If the Post has a significant Financial Delegation to commit funds the amount should also be stated.		
Special Conditions e.g. if unusual work hours, equipment or travel is required.		Domestic and International travel is required
Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)		New position created for approval
CRITERIAS TO BE SELECTED FOR THIS POST		
(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)		
Qualification the required qualification for the job e.g. certificate, diploma, degree...		<ul style="list-style-type: none"> • Bachelor Degree or Post Graduate Degree
Special Business Education refers to the field of study that would be preferable		<ul style="list-style-type: none"> • Business administration, Financial management, Accounting, Management any relevant field
Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc.		<ul style="list-style-type: none"> • 5 years experiences of progressive responsibility in Administration, Finance, Management out of which must be in a managerial position • Proven knowledge of MYOB and accounting principles, practices, standards, laws and regulations • 3 years of experiences in a supervisory role
Special Skills e.g. vehicle license, driving record, computer word/ excel etc.		<ul style="list-style-type: none"> • Driving License and a good driving record • Advance computer skills on MS word, accounting soft etc. • The operation of PSET system and the National PSET Qualification Framework • Ability and skills in analysing data and report writing • Ability to handle sensitive information
Thinking style e.g. an analytical thinker, a practical thinker, creative thinker		<ul style="list-style-type: none"> • Be an analytical or practical thinker • Demonstrate the ability to analyse complex information and provide analysis to decision makers
Communication/ Interpersonal Skills list the skills required of this position		<ul style="list-style-type: none"> • Excellent interpersonal skills • Open to new ideas
Behavioural Competencies refers to the personal attributes or characteristics needed for the position.		<ul style="list-style-type: none"> • Honesty • Respect of self and others

	<ul style="list-style-type: none"> • Take initiatives • Willingness to bring changes to the organization s/he works for • Maturity, honesty, confidentiality, leadership potential • Ability to achieve outcomes with minimum supervision • Obedient to instructions from superiors
Language "English, French and Bislama" is usual.	Fluent in English or French and Bislama
ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
Prepared by the Human Resource Officer	Sign _____ Name _____ Date / /
Certified by or for the Divisional Head that the Post fits with any Corporate Plan, and is required.	Sign _____ Name _____ Date / /
Checked by the Chief Executive Officer for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign _____ Name _____ Date / /
DECISION OF VANUATU QUALIFICATIONS AUTHORITY	
Decision: <u>Approved</u> or Deferred or Amended _____ Date of Decision:	
(Circle the appropriate Decision)	
Name _____	Sign _____ Date / /