## VANUATU QUALIFICATIONS AUTHORITY

Job Description			
Job title	Principal Officer Finance & Administration		
<b>Post number</b> 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				
<b>Duties and responsibilities</b> 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.	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.			
<b>1.1</b> Provide leadership to the Office Manager, Driver, Accounts Officer, Financial Audit Officer and Account Receivable Officer	The planning, implementation, monitoring, reporting and provisions of all administrative personnel are well coordinated and carried out in an effective manner			
<b>1.2</b> Ensure smooth operation of the on-going Finance & Administrative functions	<ul> <li>Finance &amp; Administration activities are achieved according to right timeframe</li> </ul>			
<b>1.3</b> Provide information to Finance & Administration employees regarding the Finance & Administration procedures, processes and practices	Finance & Administration employees are well-familiarise with their administration procedures, processes and practices			
<b>1.4</b> Provide assistance to the employees of the Finance & Administration Unit	<ul> <li>Excellent feedback receive from employees</li> <li>Monthly report indicate satisfaction from employees on their performance</li> </ul>			

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

<b>Duties and responsibilities</b> 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.	<b>Key Performance Indicators</b> (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
<b>2.1</b> Development and monitoring of strategic work plans and annual budget	<ul> <li>Finance &amp; Administration Unit's budget is developed and monitor</li> </ul>
<b>2.2</b> Ensures that resources allocated to the Unit are secured and used to achieve quality outputs	<ul> <li>All employees of the Finance &amp; Administration Unit are allocated with efficient resources</li> <li>Quality outputs produced</li> </ul>
<b>2.3</b> Identify administration needs and supporting the implementation of the Units annual work plan annually	Finance & Administration needs are identify and implement annually

**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 3: Manage and oversea the daily operation of the Authority's Finance.

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<b>3.1</b> Ensure that reliable and accurate information on the authority's finance is provided monthly	<ul> <li>Quarterly financial report provided to both Management and VQA Board</li> </ul>	
<b>3.2</b> Certify that all reporting of the Authority's finance are conducted transparently and accurately	<ul> <li>Financial report indicated accuracy and transparency</li> </ul>	
<b>3.3</b> Assess Management with the development of the Authority's Budget	<ul> <li>Annual budget present to the VQA Board and meeting of Directors</li> </ul>	
<b>3.4</b> Ensure VQA's financial report is produce annually and submitted to the office of the Auditor General for auditing	<ul> <li>Financial report is submitted to auditor</li> <li>Audited financial report produced</li> </ul>	
<ul> <li>Reports directly to Title of Post and Level only</li> <li>Assistant CEO Corporate Services, Resear Planning and Monitoring</li> </ul>	12Directly supervises Title of Posts and level if anych,• Office Manager, • PGTB Coordination Officer, • Accounts Officer • Financial Auditor officer • Account Receivable • Driver	
Frequent Internal Personal Contacts with("Internal" means within VQA & Ministry responsible)	14 Occasional Internal Personal Contacts with	
<ul> <li>Administration &amp; Finance staffs</li> <li>Assistant CEO Corporate Service, Researce Planning and Monitoring</li> </ul>	Other VQA employees h,	
Vanuatu Qualifications		

With     With       0     MoET     • MoET       • MoET     • SPET providers       • VQA clients     • Other VQA stakeholders       Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthy), to greatly reduce the risk of serious things hepering. Name the more important things) decided. (b), if the Post has a significant Financia Delegatori to commutations the amount should also be stated.     Domestic and International travel is required to react the amount should also be stated.       Special Conditions e.g., it musual work hours, equipment or travel is required.     Domestic and International travel is required to resome on the job training to bring outsiders up to standard and do not unnecessarily blas the Post to certain people. Remember education is only one indicator of capability to do the job.       Qualification the required qualification for the job.     Bachelor Degree or Post Graduate Degree       Special Business Education refers to the field of study that would be preferable     • Strate experiences of progressive responsibility in Administration, Financial management out of which must be in a managerial position       Experience e.g. number of years or level of experience in ling/keyboard work or driving: or, e.g. low or high level achievements in leadership. Communicating, advising, managing resources, withing reports, advising clients, doing similar type of work etc.       Special Skills e.g. vehicle license, driving record, computer word excel etc.     • Diriving License and a good driving record       Special Skills e.g. vehicle license, driving record, computer word excel etc.     • Diriving License an	• CEO		
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<ul> <li>Thinking style e.g. an analytical thinker, a practical thinker, creative thinker</li> <li>Be an analytical or practical thinker</li> <li>Demonstrate the ability to analyse complex information and provide analysis to decision makers</li> <li>Communication/ Interpersonal Skills list the skills required of this position</li> <li>Excellent interpersonal skills</li> <li>Open to new ideas</li> <li>Honesty</li> </ul>			. •
<ul> <li>Creative thinker</li> <li>Demonstrate the ability to analyse complex information and provide analysis to decision makers</li> <li>Communication/ Interpersonal Skills list the skills required of this position</li> <li>Excellent interpersonal skills</li> <li>Open to new ideas</li> <li>Honesty</li> </ul>			
<ul> <li>Demonstrate the ability to analyse complex information and provide analysis to decision makers</li> <li>Communication/ Interpersonal Skills list the skills required of this position</li> <li>Excellent interpersonal skills</li> <li>Open to new ideas</li> <li>Honesty</li> </ul>			· ·
Communication/ Interpersonal Skills list the skills       • Excellent interpersonal skills         required of this position       • Open to new ideas         Behavioural Competencies refers to the personal       • Honesty			
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<ul> <li>Open to new ideas</li> <li>Behavioural Competencies refers to the personal</li> <li>Honesty</li> </ul>			
		lls	-
	Behavioural Competencies refers to the personal		Honesty
attributes or characteristics needed for the position.    Respect of self and others	attributes or characteristics needed for the position.		-

	Take initiatives		
	<ul> <li>Willingness to bring changes to the</li> </ul>		
	organization s/he works for		
	<ul> <li>Maturity, honesty, confidentiality,</li> </ul>		
	leadership potential		
	<ul> <li>Ability to achieve outcomes with</li> </ul>		
	minimum supervision		
	<ul> <li>Obedient to instructions from superiors</li> </ul>		
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	Sign Name		
fits with any Corporate Plan, and is required.	Date / /		
Checked by the Chief Executive Officer for	Sign Name		
completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Date / /		
DECISION OF VANUATU QUALFICATIONS AUTHORITY			
Decision: Approved or Deferred or Amended Date of Decision:			
(Circle the appropriate Decision)			
Name Sign	Date / /		