



“Empowerment for All”

Do you have a passion for working with children, youths and adults with disability? The Vanuatu Society for People with Disability (VSPD) is looking for a Finance officer to work in Vila office.

Position Identification

Title	Finance Officer	Job Status	Contract
Reporting to	Program Manager	Date Effective ;N/A	2023

Purpose of Position

The Finance Officer (FO) works under direct supervision of the Program Manager and is responsible for administering the finances of the agency. This includes managing and safeguarding the finance systems of the organization and, in consultation with the Senior Management Team (SMT), ensuring appropriate audits, risk management procedures and compliance practices are in place for all financial matters.

Duties & Responsibilities

Finance:

- Administer the financial resources of the agency, by oversee and manage daily program wide accounting and finance functions including timely recording of transactions, cash management, banking, monthly bank reconciliations, payroll, receivables, payables
- Plan and implement systems for financial operations in accordance with VSPD’s finance manual and donor regulations, systems of cash flow management, financial reporting, financial record keeping, grant management and compliance
- Prepare monthly management report to the OM and program manager as required including expenditure by budget items/costs centers and other financial information in an accurate and timely manner
- Prepare financial reports, for review by OM to donors in line with donor requirements and templates
- Assisting SMT in developing annual budgets together with OM
- Prepare and organize all documents needed for the annual audit
- Report issues and ensure all financial risk management procedures are implemented
- Pay suppliers for works rendered to VSPD
- Prepare payment cheques and ensure they bear the signatures of authorized persons before payments are made
- Produce payment vouchers and ensure they are reviewed and signed off by the OM
- Invoice customers for the use of the Conference Room, VSPD facilities and any other services
- Follow up and collect money owed to VSPD as necessary
- Maintain receipts of projects, operations and donations
- Maintain all hard copy records of income and expenditures of the agency
- Manage payroll system and complete payroll payments in a timely and accurate manner
- Ensure Vanuatu National Provident Fund payments are made and tracked
- Ensure XERO is up to date at all times

Other:

- File all organizational documents including original funding agreements, invoices and receipts
- Communicate effectively with the OM and SMT regarding any issues in all areas of responsibilities
- Follow and contribute to the development of VSPD policies and procedures
- Attend, participate and contribute to all staff meetings
- Attend and contribute to SMT Meetings as required
- Other duties as may be directed by the OM or SMT if and when necessary

Working Relationships



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Position is responsible for:

Internal relationships: Operations Manager, Executive Director, Program Manager

External relationships: VSPD donors, customers, suppliers, Vanuatu Government, NGO’s, community members, community leaders

Work Related Requirements & Qualifications

- A minimum of 3-year experience in public or private administration
- A relevant academic qualification (Diploma etc.) in Administration or Finance
- Experience in XERO and other Microsoft Excel applications
- Ability and willingness to learn new skills and work with others
- Ability to work as a member of the team dedicated to the work of the VSPD
- Willingness to undertake relevant short courses and training in or out of workplace

Position Description Reviewed and Approved:



Executive Director – sign

Elison Bovo

Print Name

21 April 2023

Date

Applications

- Please submit your application to operationsvspd@gmail.com
- Note: positions advertised will be based in Port Vila (Efaté).
- Questions can be directed to Tiffany Joelly, Operations Officer. Applications **close 5pm Friday 28 April 2023**