

Vacancy notice

FINANCE MANAGER

Job Reference: CIV2306



CARE is an international humanitarian and development organisation fighting global poverty, with a vision to which focuses on empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and to advance gender equality. CARE in Vanuatu has a long term program strategy which seeks to contribute to resilience and equality in Vanuatu where men, women, boys and girls enjoy equal rights and opportunities.

It has three programmatic portfolios (Gender Equality, Resilience, and Inclusive Governance) that involves a diverse range of donor funded projects, delivered in partnership with government and civil society.

CARE in Vanuatu is looking for a Finance Manager to be based in our Port Vila office.

Your major responsibilities will be varied and will include:

- **Accounting:**
- Responsible and oversight for all day to day finance function for CARE Vanuatu;
- Ensure the accuracy of implementation of finance policies, procedures & systems in all field offices;
- Review of all cash and bank transactions;
- Review of all Journals before uploading to CARE's Accounting system;
- Ensure that the recoveries journal is accurately prepared and posted;
- Balance sheet reconciliations completed, signed and filed;
- Review fortnightly payroll and monthly Vanuatu National Provident Fund (VNPF) contributions for national staff;
- Review payroll journals, including CARE International Safety and Security Unit (CISSU) contributions, Annual Leave accrual and Severance Pay accrual.
- Review all sub grant financial reports and journal voucher to record sub grant expenses in SUN System; and
- Responsible in month and year-end accounting processes and closing of books.
- **Treasury:**
- Verify payment documents to ensure completeness, accuracy and compliance with all CARE and donor regulations;
- Ensure that the Port Vila Finance makes all payments in a timely manner;
- Review monthly cash and bank reconciliations;
- Responsible to ensure adherence to Care policies & procedures;
- Prepare the Annual operating budget for submission to the CARE Vanuatu Finance and Operations Director review before onward submission to CARE Australia
- Assist with the preparation of Shared Program Cost allocation processes and methodology for overarching costs for budgeting purposes that comply with donor regulations and are reasonable, allocable and allowable;
- Review of all monthly Budget versus Actual reports and hold monthly meetings with senior staff.
- Assist the Finance and Operations Director to process year end reports;

Required qualifications and skills:

- Minimum Bachelor's degree in Finance Management, Grant Management desirable and/or equivalent minimum 5-7 years relevant work experience, preferably in Finance Management with at least 2 years with an International Non-Government Organisation (INGO);
- Excellent communication skills in both in Bislama and English;
- Ability to manage the finance technical function, with minimal supervision;

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to protecting the rights of children and protection from sexual exploitation and abuse.

CARE reserves the right to conduct background checks and screening procedures to ensure both child and work safe environment.

- Knowledge of relevant Vanuatu laws;
- Demonstrated strong leadership, analytical skills, decision making, problem solving, planning and influencing skills;
- Demonstrated high level organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated experience in effectively leading and motivating a team;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy.
- Representational skills including training, presenting, internal and external relationships with other key stakeholders;
- Proven understanding of working with an International Non-Government Organisation (INGO) and a willingness to learn about CARE, gender equality and women's empowerment activities;
- Proven ability to manage a budget and/or cash; and
- Fully conversant in Microsoft Office with knowledge in Microsoft Word and Excel, excellent numeric skills and knowledge of Sun Systems accounting software an asset.

In return for your commitment, you will benefit from ongoing professional development and a comprehensive benefits package.

To find out more about this rewarding opportunity please send your cover letter and CV in English before **7th May 2023**, quoting the reference '**CIV2306**' as the subject of the email/letter

Mail: Port Vila Susie Jacobus, Human Resource Coordinator, PO Box 1129, Port Vila Vanuatu

Tanna Paul Shem, Senior Administration Officer CARE Office Isangel, Tanna

Email: vli.vacancies@careint.org

Only successful candidates will be contacted for interview.

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