

JOB VACANCY – ASSISTANT ACCOUNTANT



THE COMPANY

Vanuatu Copra & Cocoa Exporters Ltd (VCCE) is the country's largest exporter of copra and cocoa in Vanuatu, purchasing from farmers over the Northern provinces of TORBA, SANMA and MALAMPA.

Operating for over 15 years, the company now has one head office in Santo, branches in Malekula and Gaua, bringing service closer to rural farmers. VCCE also imports and sells cement through its operations in the Northern provinces.

THE LOCATION

VCCE is located at the international shipping gateway in the main wharf premises in Luganville, the second largest town in Vanuatu and the hub of agricultural industry.

THE POSITION

VCCE is currently seeking an honest, reliable and motivated/driven person. They should be able to multi-task and work under-pressure in a team environment. They should be a 'team' player and help/continue create a positive working environment.

Job Description - The purpose of this position is to assist/support the Senior Accountant of the business which includes but not limited to:

- Strong experience in Inventory (Cost Of Goods Sold, Stock Transfers) as well as Stock control (copra, cocoa, cement, sacks and other items) – impact to Balance Sheet and Profit & Loss, including inventory adjustments;
- Performing of Bank Reconciliations, Petty Cash and Stock Reconciliations or any accounting reconciliations as required;
- Assist with Accounts Receivable (e.g. prepare invoices) and Accounts Payable (e.g. make payments to suppliers) and fortnightly payroll;
- Processing of all journals and/or accounting adjustments relating to all parts of the general ledger;
- Assist with preparation/completion of end of month financial reports (e.g. Balance Sheet, Profit & Loss);
- Assist with preparation of supporting documents for internal/external audits at all locations (Head Office/Branches);
- Exposure to Value Added Tax (VAT) in Vanuatu and VNPf is an advantage;
- Perform general administrative tasks and other tasks as required by the Senior Accountant or General Manager.

Selection criteria - The successful candidate will:

- Hold a degree in Accounting and/or Economics, with a minimum of 4-5 years work experience.
- Have solid accounting skills and be able to work under pressure and meet deadlines.
- Have experience with MYOB and Microsoft Office Suite (or similar).

WHY SHOULD YOU APPLY?

- Great remuneration package.
- Join a major export company that contributes to the agriculture industry and passes on benefits to the farmers in the country;
- Be part of a dynamic team.
- Willing to re-locate to Santo for applicants that do not reside in Santo

APPLICATION PROCESS

To apply, email your CV with a cover letter and include references to vccecareers@gmail.com and cc: gm_dyson@vcce.com.vu by close of business Friday 11th June, 2021.