

# Vanuatu Chamber of Commerce and Industry

## Job Description - Finance Manager

VCCI is looking for a new Finance Manager to join our team. This role is not just about financial management, it also includes management responsibilities of our small but dynamic Administration team. If you have experience in MYOB, managing budgets, and enjoy conducting data analysis, planning, strategizing, and advising your colleagues then this is the role for you.

### ***Main responsibilities:***

Under the supervision of the General Manager, the Finance Manager's main responsibilities are:

#### 1- Financial Management and Reporting

- Collecting, interpreting, and reviewing financial information and reporting to the General Manager and Council;
- Producing financial reports related to budgets, account payables, account receivables, expenses etc;
- Reviewing, monitoring, and managing budgets;
- Ensuring that internal accounting and finance operations comply with Vanuatu's standards and donor obligations;
- Supervising the finance and accounting services staff;
- Monitoring submission of financial reports to donors to ensure that these are timely, complete, correct and appropriate;
- Responsible for updating the Finance and Administration Manual.

#### 2- Contract and general Administration

- Supervising administrative team and their operations;
- Developing, improving and implementing administrative policies;
- Ensuring the office is fully stocked with equipment and reordering when necessary;
- Planning, coordinating and supporting office meetings and functions;
- Assist the Adviser in meeting other contractual obligations to the donors when possible;
- Administrate insurance contracts of VCCI assets.

Location: The position will be based at the VCCI office in Port Vila, Vanuatu

Duration: 2 years renewable

### *Required Qualifications*

- Minimum a bachelor's degree in Accounting or Financial Management;
- 5 years' experience, which at least five (3) years in a leadership role;
- Full accounting qualification will be a plus.

### *Required skills and competencies*

- Demonstrated skills in developing, managing and evaluating financial and administrative plans and policies;
- Experience working with government and donors;
- A thorough knowledge of and dexterity with accounting's software and systems;
- Strong leadership abilities;
- Ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, including with external stakeholders;

- Excellent oral and written communications skills in English and Bislama, and French an advantage,
- High ethics and a personal commitment to transparency and accountability;
- Adhere to VCCI's values: Knowledgeable, Optimistic, Determined and Engaging.