



# National University of Vanuatu

## Job Description and Specification



<b>Job Title</b>	<b>Accounts' Assistant</b>
<b>Reporting To</b>	Senior Manager Finance and Administration
<b>Job Purpose</b>	Effectively manage NUV Staff payroll & Tuition fees
<b>Position Summary</b>	Manage all NUV administrative and staff payroll, tuition fees invoicing and payments.
<b>Key Responsibilities – Detailed Listing</b>	<p>Prepare salary payments and payslips for all staff.</p> <p>Prepare NUV staff VNPF monthly schedule and make monthly contribution payment.</p> <p>Attend to invoices and receipt for tuition fees.</p> <p>Manage tuition fees database and send reminders for outstanding.</p> <p>Assist other team members with other financial and administrations tasks whenever required.</p>
<b>Critical Competencies</b>	<ol style="list-style-type: none"><li>1. Perform and behave <i>in a professional manner</i>, with occupational knowledge and accountability and adaptability to changing situations</li><li>2. <i>Strive for excellence</i>, with communication, inclusiveness and teamwork</li><li>3. <i>Contribute to the NUV</i>, with innovation, leadership and quality focus</li></ol>
<b>Qualifications</b>	University Diploma in Finance or Accounting from a recognized institution
<b>Special Skills</b>	<ul style="list-style-type: none"><li>➤ In-depth knowledge of finance functions and best practices</li><li>➤ In-depth knowledge of Vanuatu Law, related to financial and administrative issues</li><li>➤ Extensive experience with finance and accounting software systems</li><li>➤ Knowledge of finance systems, databases, and metrics</li><li>➤ Attention to detail, facts, and figures</li><li>➤ People oriented, inclusion oriented and results driven</li><li>➤ Excellent written and verbal communication skills</li><li>➤ Ability to work under pressure</li></ul>
<b>Required Experience</b>	3 to 5 years' experience in accounting
<b>Language</b>	Fluent in English, French and Bislama

**Terms and  
Conditions of  
Employment**

Three-year local contract

Annual salary range: 1.2 M VT to 1.6 M VT + 25 % benefits depending on qualifications and experience

The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not discriminate on the basis of gender, religion, nationality, race, language or disability.

**Contact Person**

Potential applicants with specific questions are welcome to contact the hiring committee secretariat at [apply@univ.edu.vu](mailto:apply@univ.edu.vu)

**Selection  
Methods**

Please send your cover letter and CV with 2 references from past/recent employment and evidence of your highest qualifications including not more than 3 (three) page summary demonstrating your eligibility for the role to the following address: [apply@univ.edu.vu](mailto:apply@univ.edu.vu)

Deadline for submission: 30th November 2022 by 4:00 PM