



VANUATU WOMEN'S CENTRE (VWC)

P O Box 1358, Rue d'Anjou, Nambatu, Port Vila, Vanuatu

Ph: (678) 25764 / 161 (Freeline). Facebook: Vanuatu Women's Centre

Our Ref:- job description/AccountsAdmin

Your Ref:-

GENERAL DUTIES for all staff – also applies to all Branch staff:

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns eg... 16 Days of Activism;
- Participate in all training deemed necessary by VWC/Branch.
- Respect Confidentiality at all times,
- May be required to represent VWC in meetings nationally and internationally.
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to island for short period.
- Responsible to care for the VWC property, equipment and furniture.
- Respect internal policies including Child Protection policy.

ACCOUNTS ADMINISTRATOR

The Accounts Administrator will be supervised by the Program Manager. The key responsibility is to ensure that all accounting entries on MYOB are undertaken in an accurate and timely manner, within 2 weeks of the completion of each month. The Accounts Administrator will work as a team member with the Program Manager, and other accounting/finance staff; all team members will work together in a supportive manner to ensure that all urgent tasks are completed as required and on time by the finance team as a whole. The Program Manager will identify which donor accounts each Accounts Administrator will work on.

Key tasks include the following:

- Set up charts of accounts as required for funds from different donors, ensuring that coding are clear between different accounts and funded activities.
- Ensure that all accounting entries on MYOB are done within 2 weeks following the completion of each month.
- Prepare monthly income and expenditure statements, bank reconciliations and balance sheets for oversight by the Program Manager and make verbal reports as required at monthly financial meetings with the management team.
- Ensure that all accounts are ready for internal auditing within 2 weeks following the completion of each month
- Follow up monthly to ensure that internal auditing takes place monthly in a timely fashion for each of VWC's major accounts (e.g. the DFAT, UNW and Oxfam accounts).
- If instructed to do so by the Program Manager, set up interest-bearing term deposits following payment by donors of major tranches, and ensure full records are kept of interest earned.
- Under the supervision of the Program Manager, undertake monthly internal auditing of the accounts and expenditure of branches, report any inadequate documentation or significant over-spending or under-spending to the Program Manager, and follow up as instructed.
- Under the supervision of the Program Manager, supervise the financial management of CAVAWs including fraud controls, report any inadequate documentation or significant over-spending or under-spending to the Program Manager, and follow up as instructed.
- Assist with the payment of salaries, VNPF and severance allowance under the supervision/instruction of the Program Manager, working alongside the Finance/Admin Assistant and other Accounts Assistant.
- Ensure that the assets register is kept up to date on MYOB, and any other associated tasks.
- Keep accurate and up-to-date records (paper and soft copy) files for the management of all bank accounts.
- Ensure that all computerised records are regularly backed up (monthly at a minimum).
- Ensure that all financial records are safely stored.

- Ensure that adequate financial controls are in place and that all VWC policies relating to fraud and financial controls are strictly followed, identify improvements where needed and make recommendations for improvements to the Program Manager and the management team.
- Prepare the annual accounts for annual auditing, and follow up to ensure that annual auditing is finalised by the end of each of each calendar year.
- Work with the Program Manager and other accounting staff to prepare accurate and timely quarterly, 6-monthly and annual acquittals to donors as required.
- Undertake any other duty as required, including by providing assistance to the other Accounts Administrator, Program Manager and Finance/Office Assistant to complete finance team tasks in a timely, efficient and accurate manner.

GENERAL DUTIES for all staff – also applies to all Branch staff:

- Participate in VWC/Branch Staff Collective Meetings and VWC Annual Staff Retreats.
- Participate in VWC/Branch activities such as Special Events campaigns, such as 16 Days of Activism; Children’s Day, VWC Day, National Women’s Day, International Women’s Day, Peace Day.
- Participate in all training deemed necessary by VWC/Branch.
- Respect confidentiality at all times (clients, financial matters, and internal VWC matters).
- May be required to either attend or represent VWC at meetings nationally and internationally (depending on the responsibilities associated with the position).
- Take responsibility for own learning by recording what has been learned and how it has been applied.
- May be required to travel to islands for short periods.
- Responsible to care for VWC property, equipment and furniture.
- Respect and implement internal policies including Child Protection policy and Prevention of Sexual Exploitation and Abuse policy and Codes of Conduct.

Qualifications and Skills:

- Demonstrated sound knowledge of and experience with using MYOB software, including the ability to set up charts of accounts (essential)
- Demonstrated knowledge and experience with using Excel software for accounting purposes (essential)
- Demonstrated knowledge and experience of financial accounting practices, including sound financial and fraud controls (essential)
- Demonstrated experience with preparing monthly income and expenditure statements, bank reconciliations, balance sheets, assets registers, salaries and VNPF payments and other common financial practices (essential)
- Sound knowledge and experience of independent auditing practices and requirements (desirable)
- Good verbal and written skills in Bislama (desirable)
- Willingness to learn about violence against women and children and human rights and to apply these principles and VWC’s values, including respect for client and organisational confidentiality (essential)

Forward Application to “The Selection Committee”, Vanuatu Women’s Centre, PO Box 1358; or email vwcadverts@gmail.com . Port Vila, before 4:30PM Friday, 14th April 2023.