

Central School – Senior Financial Controller

Central School is a Vanuatu Government School with over 1,000 students from ECCE to Year 13. We are seeking to recruit a Financial Controller for our fast paced office. You will be working closely with the School Council, Principal, and Heads of Department and assisted by 2 office staff in this role.

Employment Type: Full Time

Estimated start date: 15 April 2024

Salary: 1.5-2.5 million vatu

Remuneration will be negotiated on the basis of relevant skills, experience and qualifications.

Experience and Skills Criteria:

- Experienced Financial Controller: Your proven experience in this role has equipped you with deep industry insights for at least 5 years.
- Knowledgeable in Accounting Principles: You have a thorough understanding of accounting procedures and internal controls.
- Financial Statement Expert: Skilled in creating financial statements and providing insightful financial analysis to senior management.
- Qualified in Your Field: Holding a Bachelor's degree or higher in Accounting, Finance, or a related field as an added advantage.
- Tech-Savvy in Accounting Software: Superior Excel and MYOB experience.
- Excellent written/spoken English

Job Duties:

- Overseeing Accounting Operations: Manage all aspects, including Billing, A/R, A/P, GL, Bank Reconciliation and Cash Flow.
- Leading Budget and Financial Forecasts: Direct the preparation of our budget and financial forecasts, reporting on variances.
- Publishing Monthly Financial Statements: Ensure timely preparation and dissemination of financial statements each month.
- Handling Regulatory Reporting: Coordinate all aspects of regulatory reporting with precision.
- Quality Control Over Transactions and Reporting: Oversee and ensure the integrity of financial transactions and reports.
- Developing Business Processes and Policies: Craft and implement policies and procedures to strengthen internal controls.
- Managing Systems: Ensure financial calendar is followed with strict adherence to deadlines, such as payroll, income collection and government forms submissions.

To be considered for this position all applicants must address the Experience and Job Duties in a cover letter supporting your claim. Candidates should include a Curriculum Vitae and details of 2 referees including their position, location and contact information.

All applications need to be received no later than 4.00pm on 26 March 2024. Applications can be addressed to Mr. George Willietien, Principal, by email [**admin@centralschool.edu.vu**](mailto:admin@centralschool.edu.vu) or submitted in person to Mr. Steven Bough at the School's Admin Office.