

Job Description - Finance, Human Resource and Administration Manager

About the Chamber: The Vanuatu Chamber of Commerce and Industry (VCCI) is Vanuatu's National Private Sector organisation. Established in 1995 under the *Chambers of Commerce and Industry of Vanuatu Act*, the Vanuatu Chamber of Commerce and Industry (VCCI) is a statutory body with a 16-member Council that represents Vanuatu's private sector. All businesses with a valid Vanuatu business license are automatically VCCI members.

The Vanuatu Business Resilience Council (VBRC) is a standing committee of the Vanuatu Chamber of Commerce and Industry (VCCI) and was established in late 2017.

VCCI's intention to become an organisation that makes a unique and significant contribution to the future of the country by representing the private sector in dialogue with Government and others, and by providing effective business development services across the country.

Main responsibilities:

Under the supervision of the General Manager, the Finance Human Resource and Administration 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-Human Resources Management

- Responsible for the recruitment process of new employees including contracting;
- Maintaining a smooth orientation process;
- Conducting performance reviews;
- Ensure that an appropriate system of confidential personnel files for both Office and contracted staff, containing key data, documents and correspondences relative to each employee's contractual relationship with VCCI is maintained and up to date;
- Ensure a satisfactory payroll system of the Office, including ensuring timely payment of salaries and remittance of VNPF contributions withheld to the proper authorities, as required by Vanuatu's laws;
- Ensure that appropriate procedures are in place and are respected with respect to recruitment, dismissal, compensation and benefits, employment conditions, travels as per the VCCI policies and the Human Resources Manual.
- Responsible for updating the Human Resources Manual.

3-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;
- 7 years' experience, which at least five (5) 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.

To apply:

If you are interested in this position, please submit to VCCI a current CV, relevant qualifications and an expression of interest document whereby you provide examples of your suitability to the role using the listed *Required skills and competencies* in the job description.

Please email your submission to Astrid Boulekone, General Manager VCCI at generalmanager@vcci.vu

Applications will be accepted up to close of business 20/09/2021.

If you would like more information Joanna Spencer will be able to assist you. She can be contacted on 27543, or by email on adviser@vcci.vu