

# Vanuatu Chamber of Commerce and Industry

## Job Description – Senior Accounts Officer

VCCI is looking for a new Senior Accounts Officer to join our team. What we want to find is the right person, to upskill to Finance Manager for VCCI. This will take an ongoing collaborative commitment between VCCI and the chosen candidate.

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

Under the supervision of the General Manager, the Senior Accounts Officer's main responsibilities are:

#### 1- Financial Management and Reporting

- Accurate daily input into financial system of all invoices and bank reconciliations
- Producing financial reports related to budgets, account payables, account receivables, expenses etc;
- Reviewing and monitoring budgets;
- Ensuring that internal accounting and finance operations comply with Vanuatu's standards and donor obligations;
- Supervising administration of the finance function at VCCI;
- Complete financial reporting to donors to ensure that these are timely, complete, correct and appropriate;

Please note that there will be an expected commitment to learning and upskilling that will be provided by VCCI to take this position from Senior Accounts Officer to Finance Manager, over the first 12 months.

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

Duration: Full-time / permanent

### *Required Qualifications*

- 7-10 years' professional experience, which at least five (3) years in managing finances;
- 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.