



National University of Vanuatu

Job Description and Specification



Job Title	Accounts Officer
Reporting To	Director of Finance
Job Purpose	Effectively manage the financial bookkeeping of the NUV
Position Summary	Manage the financial bookkeeping of the NUV by processing invoices, recording payments, and tracking expenses
Key Responsibilities – Detailed Listing	<ul style="list-style-type: none">- Save accounting Entries- Manage the means of payment: checkout, check books- Make payments with the agreement of the supervisor- Prepare purchase orders- Ensure the financial follow-up of foreign and local lecturers: payment of contracts, booking of air tickets and accommodation, payment of Perdiems- Follow up on NUV budget in due time- Prepare monthly financial statements of expenditures and revenues- Follow up on spending with external providers and ensure that these expenditures are properly implemented- Access quotes from suppliers- Participate in the preparation of the annual budget- Produce regular financial reports in English and French
Critical Competencies	<ol style="list-style-type: none">1. <i>Work in a professional manner</i>2. <i>Strive for excellence</i>3. <i>Contribute to the NUV</i>
Qualifications	University Diploma in Finance or Accounting from a recognized institution
Special Skills	<ul style="list-style-type: none">➤ In-depth knowledge of accounting functions➤ In-depth knowledge of Vanuatu Law related to financial and administrative issues and Government's financial system➤ Extensive experience with finance and accounting software systems➤ Knowledge of finance systems, databases, and metrics➤ Attention to detail, facts, and figures➤ People oriented, inclusion oriented and results driven➤ Excellent written and verbal communication skills

	➤ Ability to work under pressure
Required Experience	5 years' experience in accounting or management level
Language	Fluent in English, French and Bislama
Terms and Conditions of Employment	Three-year local contract Annual salary: 1 440 000 VT
Selection Methods	Please send your application at the following address: apply@univ.edu.vu Deadline for submission: 7th January 2021 4 PM

