



National University of Vanuatu

Job Description and specifications



Job Title	Payroll Officer
Reporting To	Senior Manager Finance & Administration (SMFA)
Job Purpose	Responsible for executing accurate and timely end-to-end payroll processing for staff, including faculty, researchers, casual workers, and students. The Payroll Officer is responsible for the accurate, timely and confidential administration of payroll services for employees of the National University of Vanuatu across all designated campuses. The position ensures compliance with employment legislation, Vanuatu National Provident Fund (VNPF) requirements and established internal financial controls. The Payroll Officer provides quality and professional support to the staff, management, and relevant stakeholders.
Position Summary	This role ensures strict compliance with institutional policies & procedures, employment laws, and VNPF contributions.
Key Responsibilities – Detailed Listing	<u>Payroll Administration</u> • Prepare and process payroll transactions including appointments, salary adjustments, increments, allowances, deductions, and terminations. • Maintain Payroll master data and employee records. • Liaise with HR regarding changes in status of employment <u>Reconciliations</u> • Reconcile payroll accounts monthly • Reconcile payroll reports against the general ledger. • Investigate and resolve payroll discrepancies End-to-End Processing Manage the processing of weekly, fortnightly, or monthly payrolls across the university including all campuses which involves reviewing and approving timesheets, overtime, and leave variations. • Verify payroll inputs before processing • Ensure appropriate approvals are obtained • Identify payroll risks • Report payroll irregularities Audit & Compliance • Ensure payroll records are audit ready • Maintain compliance with labour legislation and VNPF requirements • Support internal & external audits

	Reporting • Produce monthly payroll reports • Prepare annual payroll summaries • Prepare reconciliation reports and management information for the SMFA • Assist with budgeting and workforce costing exercises Stakeholder Support • Serve as the primary point of contact for staff and management regarding pay discrepancies, allowances, casual/stipend payments, and deductions. • Respond in a timely manner to enquiries relating to salaries, allowances, deductions, leave payments and payroll adjustments Data & Record Management • Maintain confidential payroll records and employee remuneration data in collaboration with the Human Resources Office • Secure confidential payroll information
Critical Competencies	1. Perform and behave in a professional manner, with occupational knowledge and accountability and adaptability to changing payroll and NUV requirements; 2. Strive for <i>excellence</i>, with communication, inclusiveness and teamwork and a commitment to providing responsive support to NUV employees and stakeholders 3. Contribute to the NUV Finance Unit through innovation, continuous improvement, defined focus and proactive support of sound financial management practices
Qualifications	➤ Minimum qualification: Diploma in accounting or similar
Required Experience and Selection Criteria	Education: Diploma in Accounting, Finance, Human Resources, or Business Administration is typically preferred. Relevant payroll experience in Xero, GOPayroll or MYOB are highly advantageous Experience: Minimum of 1-3 years of end-to-end payroll processing experience, ideally within the higher education or public sector. Skills: ➤ Strong working knowledge of payroll and accounting software. ➤ Deep understanding of statutory payroll deductions, benefits, and local laws ➤ Experience using GOPayroll, Xero or MYOB or similar payroll systems.

	➤ Acute attention to detail for handling manual calculations and processing large sets of data. ➤ Excellent communication skills for handling complex, confidential employee queries.
Preferential Skills and Abilities	➤ Advanced proficiency in Microsoft Excel and payroll software applications ➤ Experience in payroll administration within public sector or higher education ➤ Strong analytical, organizational and problem-solving skills ➤ Demonstrate integrity, professionalism and discretion in handling confidential information, with the ability to manage competing priorities, meet payroll deadlines consistently, and deliver high-quality customer service and communication.
Language	The candidate must be bilingual (French, English), both orally and in writing and fluent in Bislama.
Terms and Conditions of Employment	Three-Year Contract, renewable subject to satisfactory performance.
Remuneration and Benefits	Annual salary: 2 MVT + 25% benefits- Total package 2.5 MVT
Equal Opportunity	The National University of Vanuatu is an affirmative action/equal opportunity employer committed to diversity. All employment decisions within the NUV shall be based on merit and equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to respecting gender balance in employment and providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV does not discriminate on the basis of gender, religion, nationality, race, language or disability.
Contact Person	Potential candidates with specific questions are invited to contact the Hiring Committee Secretariat at apply@univ.edu.vu
Application Procedures	The application file must include the following elements: 1. a full CV including background, degrees, work experience and a list of publications and research/extension funding 2. official transcripts 3. the contact details of three (3) referees. Please send your application above in <i>pdf</i> format to apply@univ.edu.vu