



RESERVE BANK OF VANUATU

PMB 9062 – EMILE MERCET STREET– PORT VILA – VANUATU
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VACANCY NOTICE

The Reserve Bank of Vanuatu invites applications from qualified Ni-Vanuatu candidates for the position of **Manager Finance Unit**, within the Department of Support Services.

Purpose

The position of Manager Finance is responsible for accounting operations and accounts transaction in the Financial Accounts office, ensuring that daily, monthly and yearly Financial Statement reflect accurate figures and are produced on scheduled. Ensures that transactions are correctly recorded to the right development of the banks accounting policy and ensures that IAS and requirement and RBV Act are observed. Ensures that payroll functions are appropriately processed and paid as applicable. Responsible for the day-to-day operations and ensuring coordinated payment process with NPS is carried out effectively and efficiently within the policies and guidelines of the bank and continues upgrading of the EPICOR system to keep abreast with market advancement. Also responsible for the Bank's budget coordination role.

Duties and Responsibilities

The **Finance Manager** will report directly to the Director, Department of Support Services.

The position main duties include but not limited to the following:

- Oversees the daily operations of the Financial Accounts operations ensuring that appropriate reports are generated as required at the end of each business day, monthly, quarterly, and on an annual basis and ensuring that all financial transactions are accurately and properly recorded in compliance with Approved Accounting policies and standards.
- Responsible for overseeing the Financial Accounting operations and ensures that payment schedules are executed on a timely basis.
- Updates the director on unit matters and/or operations and make recommendations on any improvement of daily operations.
- Monitors compliance to the requirements of the RBV Act, IAS, IFRS and the Unit and departments operational guidelines and proposes regular amendments where appropriate to suit changing conditions and times.
- Coordinate and responsible for both the Bank and the department's budget.
- Conduct performance appraisals and provide regular feedback to staff performance and development matters and where possible, provide on the job training.
- Reports to the Director or and any important matters of financial nature are immediately communicated.

- *Supervise and ensure continuity of daily business operation to enable processing of end of each business day reports for customers, stakeholders and the department.*
- *Be accountable for the unit operations to ensure that all the Banks accounts are reconciled each month to the statement of accounts provided by correspondents. Any reconciling items are immediately attended to in a timely manner.*
- *A member of panel "A" signature mandate and department safe combinations and Master Security to the Accounting system.*
- *Performs any other duties as requested from time to time by the Director.*

Requirements:

- Graduated with a Degree in Accounting or Finance with other relevant certificate
- A Minimum of (3) years of experience in a Managerial level
- Have fair knowledge about Central Banking Accounting, International Accounting standard
- Must have sound computing skills, with proficiency in Microsoft Office applications for the purpose of analysis, report writing and other work related tasks;
- Must have strong written and oral communication skills including ability to produce high quality briefing and analytical reporting
- Must have very good interpersonal skills, including ability to build relationships with the external parties
- Must be strong team player and able to meet deadlines; and
- Must be able to work with limited supervision;
- Must be able to work under pressure and; and
- Must be able to deliver the best outcome using available resources

Applicants must be able to provide medical report and Police Clearance.

General Conditions

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants should be fluent in both written and spoken English and have a good knowledge of French.

Written applications should include:

- A curriculum vita;
- Copies of relevant qualifications (degrees etc) and supported by certified academic transcripts;
- A statement in support of application addressing the requirements (totaling not more than 2 pages); and
- The names and contact details of at least three (3) referees.

Applications without certified academic transcripts will not be considered. All applications should be received by Date 20th July 2025 and emailed to:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
PORT VILA

aletlet@rbv.gov.vu

or emailed to: recruitment@rbv.gov.vu

The Reserve Bank is an equal opportunity employer.