



RESERVE BANK OF VANUATU

PMB 9062 – EMILE MERCET STREET– PORT VILA – VANUATU
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RE- ADVERTISEMENT

VACANCY NOTICE

Position: Manager Accounts

Department: Department of Accounts, Currency & Customer Services

Reference No.: DACCS-504

The Reserve Bank of Vanuatu invites applications from qualified Ni-Vanuatu candidates for the position of **Manager Accounts** within the Department of Accounts, Currency & Customer Services.

Position Purpose

The Manager Accounts is responsible for the daily management and integrity of the bank's accounting operations. The purpose of this role is to ensure all financial transactions, reporting, and systems are accurate, timely, and compliant with both internal policy and external regulatory requirements (IFRS, IAS and RBV Act). A critical component of this role is overseeing the technical and accounting interaction between the core accounting system and the National Payments System (NPS).

Key Responsibilities

- Manage the daily operations of financial accounts and the preparation of financial statements (daily, monthly, and yearly) in compliance with internal accounting policies, IAS, IFRS, and RBV Act requirements.
- Oversee all day to day accounting operations, ensuring accurate transaction recording and that monthly reconciliations are completed promptly.
- Ensure the effective and compliant processing of payment schedules, transactions, payroll, and disbursements in a timely manner.
- Coordinate and oversee the integration of NPS activities with the core accounting system, ensuring all incoming and outgoing payments are promptly recorded and reconciled.
- Lead the continuous upgrading and optimization of the EPICOR system to align with market developments and best practices.
- Collaborate with the Manager Budget to coordinate and manage both Bank and departmental budgets.
- Manage, supervise, and support staff within the office, including workload allocation, staff development, performance management, and the conduct of regular performance reviews and appraisals.
- Update the Head of Department on unit operations, highlight key financial matters, and recommend improvements to daily operations.
- Perform other duties as assigned by the Head of Department to support the overall objectives of the unit.

Qualifications & Experience

- Graduated with a Degree in Accounting or Finance with other relevant certificate such as CPA is an advantage.
- A Minimum of (4-7) years of experience in managerial role preferably within the Banking or financial services sector.

Required Knowledge

- Familiarity with IAS, IFRS and other relevant compliance requirements including the Reserve Bank of Vanuatu (RBV) Act.

Skills/ Abilities

- Good computing skills, with proficiency in Microsoft Office applications for the purpose of financial analysis, report writing and other work related tasks;
- Ability to produce high quality and analytical reports.
- Excellent written and oral communication skills.
- Must have good interpersonal skills and ability to build good working relationships with the accounts team and external parties.
- Proven ability to lead and collaborate effectively as a team player, ensuring deadlines are met and staff performance is supported.
- Able to work under pressure, manage tasks with little supervision, and achieve good results using available resources.

Remuneration and 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 May 11th 2026** 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 of Vanuatu is an equal opportunity employer committed to promoting a professional and inclusive work environment.

Note: For those applicants who have previously applied for this position are advised not to reapply.