



RESERVE BANK OF VANUATU

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VACANCY NOTICE

Position: Reconciliation Officer

Department: Department of Accounts, Currency & Customer Services

Reference No.: DACCS-504.4

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

Position Purpose

The reconciliation officer is responsible for ensuring the accuracy and completeness of the RBV financial records through systematic account reconciliations. This position will analyse discrepancies, collaborate with departments, and maintain compliance with RBV policies and relevant accounting policies.

Key Responsibilities

- Conduct daily, weekly, and monthly account reconciliations for general ledger.
- Investigate and resolve discrepancies or variances on a timely manner.
- Analyze transaction data to identify errors, anomalies and trends
- Prepare comprehensive reports on reconciliation reports findings and resolutions.
- Ensure all reconciliations comply compliance with RBV policies and relevant accounting standards.
- Support audit activities by providing necessary documentation and clarification.
- Collaborates with DFM and DCSRM to resolve reconciliation discrepancies.
- Maintains organized and accurate records of reconciliation activities and related documentation.
- Performs other duties assigned from time to time by the Accountant, Finance Manager or HOD ACCCS.

Qualifications & Experience

- Graduated with a Diploma or Degree in Accounting or Finance.
- A Minimum of (3-5) years of experience.

Skills/ Abilities

- Good computing skills, with proficiency in Microsoft Office applications.
- Strong analytical and attention to details for the purpose of daily reconciliation.
- Ability to produce report on timely manner.
- Excellent written and oral communication skills.
- Must have good interpersonal skill, reliability and trustworthiness.
- A team player.
- Ability to work under pressure, with limited supervision, to meet date lines.

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 01st 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.