



RESERVE BANK OF VANUATU

ACCOUNTS OFFICER VACANCY

The Reserve Bank of Vanuatu invites applications from interested Ni-Vanuatu candidates for the position of **Accounts Officer**. The position reports directly to the Head Accountant in the Finance Unit, within the Department of Support Services.

- *Demonstrate ability to supervise and understand duties of general ledger clerk and accounts clerk with daily posting of vouchers, while liaising with all department officers to ensure continuity of work flows*
- *Perform payroll and oversee final processing of payrolls.*
- *Supervision of voucher postings on a daily basis with accuracy, particularly customer account transactions.*
- *Ensure minimal disruption to day's transactions from other internal offices and departments in terms of continuity and work flow.*
- *Perform monthly reconciliation on the Bank's accounts and provide analysis of accounts on adhoc basis.*
- *Compiles and produces monthly trial balances of Profit and Loss and Balance Sheet and any other reports as required by the Department and the Bank.*
- *Ensure that all payments are appropriately settled and recorded including receipts.*
- *Have an understanding of a Financial Accounting software*

Applicants should have a strong background in financial accounting and management, and good understanding of central banking accounting. Desirable applicants must have a Bachelors Degree in Banking & Finance or Accounting or related discipline. Good communication skills, analytical and attentive to details, can work under pressure while meeting multiple deadlines and the capacity to work in a team; these are all critical qualities that candidates must possess.

General Conditions

An attractive remuneration package will be offered to be commensurate with experience and formal qualifications. Applicants should be fluent in both written and spoken English and have a good knowledge of French. Written applications should include curriculum vitae, the names and addresses of three (3) referees and copies of relevant qualifications.

All applications should be received no later than December 27, 2019 and addressed to:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
sathy@rbv.gov.vu
PORT VILA

The Reserve Bank is an equal opportunity employer