



RESERVE BANK OF VANUATU

PMB 9062 – EMILE MERCET STREET– PORTVILA –
VANUATU

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CURRENCY CONTROLLER

The Reserve Bank of Vanuatu invites applications from qualified individuals for the vacant post of **Currency Controller**

The main duties of the Currency Controller who will report to the Department Director will include:

- Ensure that daily Reconciliation Sheet is compiled and corresponds to Treasury Registers every end of day
- Ensures that Notes and Coins in Circulation Figures within Daily Reconciliation sheet correspond with respective Ledger Account balances.
- Ensures that contents of main Treasury Vault are checked and correspond with Treasury Registers in bulk at end of each day, and contents of are checked and agreed in accurate detail each week by Currency Officer and Assistant Currency Officer.
- Ensure Monthly Analysis of Currency Forms are produced in timely fashion and correct in all aspects, prior to forwarding for Director
- Ensure all equipment assigned to Currency Office is properly and responsibly maintained and regularly serviced, where applicable
- Ensure adequate stock on hand of printed forms and other fundamentals of the Currency Unit
- Authorizes payments for Mutilated Notes and Coins
- Ability to investigate currency surplus/ shortage and report his/her findings in formal report to Director
- Liaise with Note Printers/ manufacturers regarding Currency Shipments, insurance coverage and other related and relevant matters
- Ensures that all staff of Currency Office rigidly adhere and comply with all regulations governing the conduct and operations of the Currency Office

Desirable applicants should hold a recognized tertiary qualifications, including a degree with relevant experiences.

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 working knowledge of French.

Written applications should include curriculum vitae, copies of relevant qualifications (degree) and must be supported by certified academic transcripts. All applications should be received by **Monday 23rd September 2019** and addressed to:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 062
PORT VILA
sathy@rbv.gov.vu

The Reserve Bank is an equal opportunity employer.