



THE VANUATU NATIONAL YOUTH COUNCIL
CONSEIL NATIONAL DE LA JEUNESSE DU VANUATU
VANUATU NASONAL KAONSEL BLONG OL YUT

PO Box 646
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VACANCY

The Vanuatu National Youth Council (VNYC) is Vanuatu's national youth affairs peak body. We undertake a range of activities including registration of active youth groups, youth sector development and youth engagement. The VNYC is wishing to recruit a suitably qualified person to the position of a **Finance officer**

Core tasks:

- Overseeing the management of the petty cash and ensuring that all receipts are submitted and acquitted on a regular basis
- Identifying ongoing funding opportunities and preparing written submission for prospective donors
- In consultation with the VNYC Executive and the Principal Administrator perform regular review of organizational financial processes including the financial management of all council funds.
- Support the preparation of Annual Business Plan and Periodical Reports in consultation with the Principal Administrator for consideration by VNYC Executive.
- Fulfill any other duties and responsibilities that may be assigned by the supervisor and management from time to time.

Qualification:

- Experience in the NGO or Government Department or similar body of not less than 3 years in a related position as a supervisor within a busy and business management environment .
- Diploma or undergraduate degree in Business Administration/Management (preferably accounting and finance options).
- competence in analytical skills (analysis of both accounting and administrative reports)
- Demonstration of proficiency in accounting packages and general office practice applications.

Skills and experience required:

- Demonstrated experience in project management
- Demonstrated financial and budget management skills
- Ability to understand legislative requirements and to implement effective processes to conform to those requirements
- Computer skills including MS Programs and MYOB
- Good verbal and communication skills demonstrated ability to work as part of a team
- A commitment to issues of gender and youth development
- Advocacy skills and/or have a clear knowledge in advocating for youth social issues

Language: English and Bislama. French also highly desirable

SALARY: An attractive remuneration package will be discussed with the successful candidate.

Please drop in your application and CV in writing to the attention of the Principal Administrator, VNYC Secretariat, PO Box 646, Port Vila, Vanuatu or email: joekalo@gmail.com or resolomon@vanuatu.gov.vu

CLOSING DATE : Friday 17 June 2016, 4.30pm