

Term of Reference Finance Support Officer

Job Position:	Finance Support Officer
Contract Length:	12 months with possibility of extension subject to performance
Start date:	Immediately
Location:	VPMU office
Position Type:	National
Reporting to:	Finance Management Officer and Program Director
Remuneration:	An attractive salary package will be negotiated for the right candidate.
Application Deadline:	13 May 2015 – 4.30pm

Background

1. The government of the Republic of Vanuatu (GoV) has received financial assistance from the New Zealand Ministry of Foreign Affairs and Trade (NZMFAT), the Government of Australia (GoA), the Asian Development Bank (ADB), the International Development Association (IDA) and the European Investment Fund (EIF) to assist the implementation of various infrastructure projects¹.
2. Vanuatu Project Management Unit (VPMU) as the Implementing Agency is managing projects on behalf of the Ministry of Finance and Economic Management (Executing Agency) and the Ministry of Infrastructure and Public Utilities (Implementing Entity).
3. VPMU provides oversight to major infrastructure projects that have a combined worth of more than US\$ 170 million with different activity components. The unit is governed by a Steering Committee (SC) which provides guidance and direction for effective, efficient and timely project implementation.
4. The implementation of these projects involves a significant amount of management and coordination effort at all levels. Having proper and sound financial management in line with the government and development partner's requirements will enhance smooth project implementation.
5. In furtherance of the above, the government with the support of the NZMFAT intends to use part of the Grant Funding under Vanuatu Interisland Shipping Support Project (VISSP) and Vanuatu Tourism Infrastructure Project (VTIP) to engage a suitably qualified and experienced national to fill the position of a Finance Support Officer.

Objective of the Assignment

¹ Vanuatu Interisland Shipping Support Project funded by ADB, NZMFAT, and GoV; Port Vila Urban Development Project funded by ADB, GoA, and GoV; Port Vila Lapetasi International Multi-purpose Wharf Development Project funded by JICA and GoV; Vanuatu Tourism Infrastructure Project funded by NZMFAT: EIF and GoV; and Vanuatu Aviation Investment Project funded by World Bank.

The objective of the assignment is to recruit a Finance Support Officer who will complement the efforts of the existing staff in ensuring the efficient administration and coordination of the project activities under VPMU management. The Finance Support Officer will assist the Financial Management Officer and shall report to the Program Director on all financial matters relating to project implementation.

Scope of Assignment

The officer will work closely with the VPMU and the project consulting team members for the Inter-Island Shipping and Tourism Infrastructure Project. He/She will perform routine functions in the area of financial administration, verifications of payment, general accounting duties and maintain financial records in accordance with the government and donor's financial requirement.

Specific Duties and Responsibilities

Under the direct supervision and direction of the Financial Management Officer, the Finance Support Officer will:

- (i) Review all invoices and claims for payment request and ensure supporting documenting are provided to justify the claims
- (ii) Prepare requisition requests for all project expenditure including administrative cost, consulting and contracts payment and ensure appropriate information is filled ;
- (iii) Create Purchase Order, withdrawal application or payment instruction for approved requisition;
- (iv) Prepare all logistic arrangements for travel, meetings and accountable imprest
- (v) Assist the FMO with reconciliation of project ledger transactions within the smartstream project module
- (vi) Prepare monthly reconciliation for project bank accounts;
- (vii) Monitor and reconcile project Imprest Account including its replenishment and additional advance as required in accordance with development partners procedures
- (viii) Responsible to maintain Assets register
- (ix) Maintain physical and electronic project documentation in order
- (x) Provide assistance to FMO in preparing monthly, quarterly, six monthly and annual financial reports as required that include Project progress report, grant disbursement claims and financial statements ;
- (xi) Periodical review of all commitment if pending and follow up on progress for finalization;
- (xii) Assist FMO in monitoring expenditure in line with project allocated budget;
- (xiii) Provide assistance to FMO during the audit exercise
- (xiv) Perform any other duties as may be assigned from time to time by the Program Unit;

Outputs and Deliverables

In collaboration with the FMO, respective project financial reports will be delivered as required and in accordance with project financial requirements.

Required Qualifications and Experience

a) Academic Qualifications and Training

- Must have Bachelor's Degree in accounting or finance or other relevant field;
- Training in relevant fields (financial management, accounting) is preferable.

b) Experiences and Personality

- Preferably 5 years work experience in public sector Accounting and financial management and project implementation.
- Must have a good understanding of the Government Financial and Accounting System
- Demonstrated ability to maintain integrity and confidentiality in performing responsibilities assigned
- Extensive knowledge of computer applications especially MS Word, Excel Outlook
- Be able to communicate in English or French
- Must be of good character
- Ability to work with a team
- Driving license is an advantage

Selection Criteria

Key selection criteria will mainly be based on the qualification, experiences and personality. Only short-listed applicant will be contacted.

To apply

Applications including CVs, cover letter and three professional references can be emailed to asalwai@vanuatu.gov.vu by COB on the 13th May 2015 with subject "Finance Support Officer" or delivered to:

Vanuatu Project Management Unit

Port Vila Mall Building

P.O. Box 192

Port Vila