VANUATU POST LIMITED

JOB DESCRIPTION

TITLE OF POSITION: Chief Financial Officer

GRADE:

LEVEL:

REPORTS TO: Chief Executive Officer

1. ORGANISATION RELATIONSHIP

This position is a Senior Executive Position responsible to the CEO, and consists of analyzing financial information and preparing financial reports to determine or maintain a record of assets, liabilities, profit and loss, tax liability, cash flow, payroll administration, or other financial and accounting activities within the organization. While the primary emphasis at present is finance and accounting this will expand to include management of projects as be required. This position may be required to act as CEO in CEO's absence.

1.1. Internal

- CEO
- Managers
- Corporate Services Staff,
- Team Leaders, Counter Services, Mail Room and Philatelic
- Rural Offices and Agents

1.2. External

- Auditors
- Board and Shareholders
- Government Officials (Ministries and Departments)
- Business communities both local and International
- Suppliers both local and international
- Airline and shipping companies both local and international
- Postal Administration both local and international
- Customers (Enquiries)
- Other necessary as may be allocated etc.

2. PRIMARY FUNCTION

Management and operation of the Finance & Accounting and Compliance Administration

3. MAJOR DUTIES

- Responsible for management of the Accounting & Administration Department.

- Manage the preparation of Company Financial Accounting Reports –Monthly and yearly;
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenue and expenses or to provide financial advice to CEO and Board;
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted figures to actuals;
- Cashflow management, monitoring and control;
- Capital planning and financial analysis and evaluation.

- Supervision in billing, settlements and reconciliation of International Accounts (terminal dues).
- Supervision of P O Box billing and revenue collection
- Managing external auditor in preparing annual audited accounts.
- Establish table of accounts and assign entries to proper accounts.
- Assist to appraise the company's investment proposals for financial arrangements and negotiate funding terms and conditions.
- Provide banking services and foreign currency benefit transaction advice.
- Supervisions of reconciliation of Financial Services in compliance to procedures and laws
- Supervise the Compliance Officer and Team Leader of Corporate Services with regards to task allocation and work deliverables.
- Examine and update records of government agencies and regulations that applies to the company.
- Company Asset management, record keeping and valuation reports.
- Manage internal audits on cash, stock and other areas when required.
- Manage and maintain the accounting system of the company.
- Responsible for the implementation of Corporate and Strategic Plan for Corporation and its review, implementation and reporting.
- Responsible for the cleanliness of the Corporate Office
- Report to CEO and management regarding finances of the company.
- Any other tasks delegated by the CEO when required

4. NUMBER OF STAFF

5. COMPLEXITY OF DECISIONS

- Complex ☐ YES
- Moderate ☐ YES
- Simple ☐
- None ☐

6. QUALIFICATION AND EXPERIENCE

6.1. Education

-Degree or Diploma in Accounting

6.2. Experience

- More than five years accounting experience.
- Ability to prepare and interpret financial reports and ratios.
- Ability to prepare Strategic Plan and its implementation and reporting
- Good knowledge of accrual accounting.
- Inclusion in decision making when applicable.
- Strong commitment to work.
- Ability to meet deadline in busy environment
- Ability to accept additional responsibilities
- Experience in AML compliance Management
- Ability to develop and organize staff training.
- Staff performance appraisal experience
- Good knowledge of information technology
- Ability to manage information
- Experience in process improvements

7. OTHER QUALITIES

- Good leadership skill
- Attention to detail-job requires being careful about detail and thorough in completing tasks.
- Decisive (able to make complex decisions in a structured way)
- Planning skills with vision and ability to think strategically.
- Articulate with good oral and written communication skills.
- Analytical thinking- the job requires analyzing information and using logic to address work-related issues and problems.
- Driver's License is an advantage
- Communication in English or French and Bislama
- Computer literate and key board skills.

8. SPECIAL CONDITIONS

- May be required to work outside normal working hours on specific projects.
- Travelling for specific projects outside normal hours (unusual working hours)

9. KEY PERFORMACE MEASURES

- Achieve service and performance targets
- Achieve targets as per the agreed scorecard

- Improve quality and productivity
- Achieve high employee satisfaction
- Contribute to the development of the systems and procedures for benefit of all Vanuatu Post Management and staff.

10. EMPLOYMENT CONDITION

The person employed in this position may, at a later date, be required to work I other positions within the branch / Section or in other Branches or sections within the company as requested by Management. This is considered to be part of the duties of this position and no allowance are payable for such work.