VANUATU NATIONAL PROVIDENT FUND

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POSITION DESCRIPTION

Position Title	Manager, Accounts, Treasury and General Ledger Department
Position Number	4002
Position Evaluation Completed	Yes
Division	Finance
Department/Unit	Accounts, Treasury and General Ledger Department
Reports To	Director, Finance Division
Responsible For	1. Senior Officer - Reconciliation, Treasury & Subsidiary 2. Senior Officer - General Ledger
Number of Direct Reports	2
Number of Total Reports	7
Location	VNPF Head Office
Position Purpose	The Manager, Accounts, Treasury and General Ledger Department leads VNPF financial accounting, treasury, reconciliation and general-ledger functions, ensuring reliable financial information, effective liquidity management and strong financial controls to support stewardship of member funds and organisational decision-making.
Date	19 November 2026

Organisation Vision & Mission

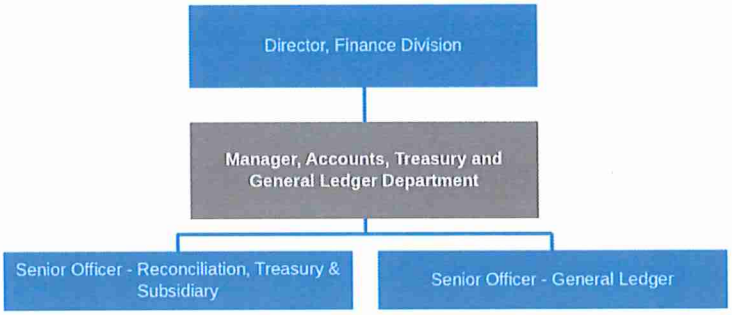
Vision

Honestly serving our Members throughout their lifetime and when needed.

Mission

To ensure the financial and economic security of the Members of VNPF through professional and ethical leadership.

Organisation Context



Key Relationships

Internal	Purpose of Contact
• Director, Finance Division • Accounts, Treasury and General Ledger team • Members Fund & Transaction Processing Department • Investment Division • Executive management, budget holders and internal audit	• Provide financial advice, reporting and escalation and receive priorities • Lead accounting, treasury, reconciliation and general-ledger work • Coordinate member-fund and financial-system reconciliations • Coordinate cash, investment and accounting information • Support budgeting, control, audit and management decision-making
External	**Purpose of Contact**
• Banks and financial institutions • External auditors • Suppliers and service providers where finance input is required • Regulators and government authorities where applicable	• Manage banking, liquidity and treasury arrangements • Provide audit information and resolve financial-control matters • Resolve authorised payment, account and financial-information matters • Support statutory, regulatory and financial-reporting requirements

Financial Responsibilities

Controls a budget: Yes.

Refer to Financial Delegations for further information.

Key Result Areas (KRAs)

The position of Manager, Accounts, Treasury and General Ledger Department encompasses the following major functions or Key Result Areas:

1. Financial Accounting & General Ledger
2. Treasury, Liquidity & Banking
3. Financial Reporting, Reconciliation & Period-End Processing
4. Financial Controls, Compliance & Audit
5. People Leadership & Department Performance

1. Financial Accounting & General Ledger

Jobholder is responsible to	Jobholder is successful when
• Oversee integrity of the general ledger and chart of accounts • Ensure financial transactions are accurately classified, posted and supported • Review journals, reconciliations and period-end adjustments • Coordinate accounting for assets, subsidiaries and other assigned balances • Resolve material accounting issues and discrepancies	• General-ledger balances and postings are accurate, supported and current • Material accounting discrepancies are resolved or escalated promptly • Financial records remain complete and audit-ready • General-ledger governance supports consistent accounting treatment and dependable financial statements.

2. Treasury, Liquidity & Banking

Jobholder is responsible to	Jobholder is successful when
• Manage cash-flow forecasting, liquidity and treasury operations • Monitor bank accounts, cash positions and funding requirements • Oversee banking arrangements and authorised transfers within delegations • Coordinate treasury information with investment and operational needs	• Liquidity is actively monitored and obligations can be met as they fall due • Banking and treasury transactions comply with approved authority and controls • Cash-flow information supports timely financial decisions • Treasury decisions balance liquidity, security, timing and operational requirements within delegated authority.

3. Financial Reporting, Reconciliation & Period-End Processing

Jobholder is responsible to	Jobholder is successful when
• Coordinate month-end, year-end and statutory financial reporting activities • Review key account and bank reconciliations and aged reconciling items • Prepare reliable management financial information and variance analysis • Ensure financial statements and supporting schedules are complete and consistent	• Financial reporting is accurate, timely and reconciled to supporting records • Period-end processes are completed in an orderly and controlled manner • Material variances and aged reconciliation items are clearly explained and progressed

4. Financial Controls, Compliance & Audit

Jobholder is responsible to	Jobholder is successful when
• Maintain effective accounting controls, delegations and financial procedures • Monitor compliance with applicable accounting, policy and statutory requirements • Coordinate financial audits and provide complete supporting information • Track audit and control actions and address recurring weaknesses	• Financial controls and procedures are consistently applied • Audit requirements are met and agreed actions are progressed • Material compliance or control issues are identified and escalated

5. People Leadership & Department Performance

Jobholder is responsible to	Jobholder is successful when
• Lead and allocate work across accounting, treasury, reconciliation and general-ledger teams • Set performance expectations and develop staff capability • Monitor departmental workloads, risks and service standards	• Team responsibilities and priorities are clear • Capability and performance issues are addressed • Internal stakeholders receive reliable and timely financial support

• Provide practical financial advice to managers and budget holders	

Work Complexity

- Maintaining financial-statement and general-ledger integrity across high-volume member, investment and corporate transactions.
- Managing liquidity and treasury decisions while cash needs, investment activity and operational requirements change.
- Resolving complex reconciliation and accounting issues across multiple systems and information sources.
- Applying accounting standards, financial policies and control requirements in a regulated provident-fund environment.
- Balancing reporting deadlines, audit requirements and team delivery without weakening control quality.

Person Specification

This section captures the expertise required for the position at the fully effective level. It does not necessarily reflect the current jobholder.

Qualifications (or equivalent level of learning)

Essential	Desirable
Bachelor's degree in Accounting, Finance or a related field	Professional accounting qualification such as CPA, CA or ACCA

Knowledge / Experience

Essential	Desirable
At least 5 years' relevant experience in financial management, accounting or treasury, and at least 2 years' experience supervising or leading finance staff	Experience in financial services, superannuation/provident funds, statutory bodies or another regulated environment

Key Skills / Attributes / Job Specific Competencies

- Advanced financial and numerical analysis
- Interpretation and application of accounting standards
- Cash-flow forecasting and liquidity judgement
- Critical analysis and reconciliation
- Internal-control and risk-based thinking
- Advanced financial-system and spreadsheet literacy
- Planning and prioritisation
- People leadership and coaching
- Accuracy, integrity and professional judgement

Change to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment, including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Employee Name		Date:
Employee Position Title	Manager, Accounts, Treasury and General Ledger Department	
Employee Signature		
Approved:	Paul Kaun	Date: 20/11/26
Position Title	Chief Executive Officer	
Signature		