

POSITION DESCRIPTION**IDENTIFICATION****Position Title:** ACCOUNTANT**Position Number:** VV3001**Section :** FINANCE SECTION**Department:** EMALUS CAMPUS**Location:** EMALUS CAMPUS
Grade: 02**Category:** SENIOR STAFF EMALUS**Current Incumbent:** _____**Date of substantive appointment:** _____**Reports To:** Business Manager – Regional Campuses and indirect reporting to the Campus
Operations Manager**PURPOSE**

The Emalus Campus Accountant is responsible for managing and safeguarding the financial operations of USP's Emalus Campus in Vanuatu. This role ensures full compliance with University financial policies, donor requirements, and local regulatory frameworks. Key functions include budget monitoring, financial reporting, procurement oversight, payroll coordination, and reconciliation of accounts. The position also supports internal controls, audit readiness, and contributes to the campus's operational continuity, particularly in complex cross-border environments. The Accountant serves as a strategic partner to campus leadership, enabling informed decision-making and financial transparency.

NATURE AND SCOPE

The Accountant is responsible for the full accounting and financial management functions of the Vanuatu Campus, including oversight of financial operations in other USP Centres across Vanuatu. The role ensures compliance with USP financial policies, statutory requirements, and international accounting standards, while providing leadership, guidance, and support to Finance Officers and administrative staff in the Centres. The Accountant plays a critical role in safeguarding financial integrity, supporting student services, and contributing to USP's regional sustainability. The role ensures robust internal controls are maintained and that all financial activities comply with USP policies and relevant Vanuatu laws and regulations.

Key Responsibilities**Financial Management and Accounting**

- Manage all accounting functions of the Vanuatu Campus, including general ledger, accounts receivable (AR), accounts payable (AP), payroll, and asset management.
- Prepare monthly, quarterly, and annual financial statements and reports for the Campus Director and the central Finance Section.
- Ensure timely reconciliations of bank accounts, student accounts, and inter-campus transactions.

- Oversee cash handling, receipting, banking, and petty cash management.
- Monitor budget performance, track expenditure, and provide variance analysis.

Oversight of Vanuatu Centres

- Provide financial oversight and support to USP in other Vanuatu Centres.
- Supervise Finance Officers and administrative staff in Centres, ensuring compliance with USP policies and procedures.
- Consolidate financial reports from Centres into campus-level reporting.
- Conduct periodic visits to Centres to review financial operations, provide training, and strengthen internal controls.

Student Financial Support

- Oversee student fee invoicing, collection, instalment arrangements, and debt management strategies.
- Ensure accurate recording of student transactions in the student management system.
- Provide guidance to Finance Officers on student support and compliance with fee payment policies.

Compliance and Audit

- Ensure all financial activities comply with USP financial policies, statutory requirements, and international accounting standards.
- Prepare documentation and support internal and external audits.
- Implement recommendations from audits to strengthen financial controls and governance.

Leadership and Collaboration

- Act as the financial leader for the Vanuatu Campus, advising the Campus Director on financial matters.
- Collaborate with Central Finance Section to align campus operations with USP's regional financial strategy.
- Provide training, mentoring, and capacity building for Finance Officers and administrative staff.
- Liaise with suppliers, banks, government agencies, and stakeholders on financial transactions and compliance.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reporting.
- Compliance with USP policies, statutory requirements, and audit recommendations.
- Effective oversight of Centres and consolidation of financial operations.
- Accurate invoicing, student debt management and fee collection efficiency.
- Quality of leadership and support provided to Finance Officers and staff.

POSITION DESCRIPTION**Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, or Commerce; professional accounting qualification (CA, CPA, ACCA) preferred.
- At least 5 years' experience in accounting and financial management, with supervisory responsibilities.
- Strong knowledge of AR, AP, payroll, reconciliations, and financial reporting.
- Experience with ERP systems and financial software.
- Proficiency in Microsoft Excel and financial analysis tools.

Skills and Attributes

- High attention to detail and accuracy.
- Strong leadership, mentoring, and supervisory skills.
- Excellent communication and interpersonal skills, with ability to support students and staff.
- Integrity, accountability, and commitment to USP's values.
- Ability to work independently and collaboratively in a multicultural environment.
- Strong analytical and problem-solving skills

POSITION DIMENSIONS

Give details of staff and total level of costs within the organization under the position's overall control.

Staff Responsible for:

Directly: 4 Indirectly: 2 Total Level of Costs: _____

Limits of Authority:

Financial: \$ \$10,000 purchase order

Non Financial: _____

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

External	Purpose of contact
• Vendors • Students • Sponsors • Government	• Obtain quotations, obtain goods and services, obtain invoices, receive vendor account statements, process payments. • Prepare invoices, obtain payments, obtain payment plans • Send student invoices, receive list of sponsored students • Send subscription invoices, receive payments, obtain statutory requirements

POSITION DESCRIPTION

Internal • COO • EDF • Business Manager • Campus Director Emalus • Emalus Campus Staff • Laucala Payroll • Laucala Procurement Office	Purpose of contact • To provide reports and seek approvals • Submit monthly reports, provide updates, and seek strategic guidance • Operational support and oversight • Coordinate day-to-day financial operations and provide advisory support • Respond to financial queries and support operational needs • Coordinate payroll processing and resolve discrepancies • Facilitate procurement processes and ensure compliance
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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Payroll • Liaise with HR and campus administration to support payroll processing, including contract updates, overtime records, and timesheet validation. • Reconcile payroll reports and investigate discrepancies in coordination with central Finance • Ensure Statutory deductions are remitted to the relevant authorities on time	• 100% of payroll inputs (contracts, overtime, timesheets) submitted by cut-off time • Payroll reports are reconciled within five working days of release, with all discrepancies resolved in coordination with central Finance and fully documented by month-end. • Statutory deductions are remitted to the relevant authorities by the due date each month, with no penalties incurred and full documentation maintained for audit purposes.
2. Procurement • Facilitate campus-level procurement in accordance with USP financial policies and thresholds. • Review and verify requisitions, quotations, and purchase orders prior to submission. • Monitor goods receipting, invoice matching, and payment readiness within the approved financial system.	• 100% compliance with USP procurement policies and financial thresholds; no audit exceptions • All procurement documents verified and processed within 2 working days of receipt • All goods received in full as per quotation and purchase order; invoice matching and payment readiness completed within 5 working days

POSITION DESCRIPTION

3. Accounts Receivable • Ensure timely collections of student debts and government grants. • Reconciliation of subsidiary and control accounts on a monthly basis. • Review of debtors ageing report.	• Timely collection of debts • Monitoring of subsidiary and control Accounts on a monthly basis
4. Invoicing • Ensure the price of the course/ product is loaded correctly • Ensure all student invoices are loaded correctly- for both tuition and halls of residence	• Annual Reconciliation of the price list in the system with the price list issued by Student Finance- Laucala- to be conducted monthly • Reconciliation of student registrations from Banner with invoices raised in the approved accounting system- to be conducted monthly • Reconciliation with the halls of residence listing with commercial/ campus life with the invoices raised in the accounting system- reconciliation to be done monthly.
5. Fixed Assets • Ensure all records of assets at the campus are properly recorded to comply with university policies and procedures. • Coordinate annual stock take of fixed assets.	• Completeness and existence • As per policy
6. Expenditure Management • Ensure conformance with procurement policies and delegation authority • Review spending to ensure actuals are within budget. • Monitor cash flow.	• Verifiability • Conformance to policies • Timely cash flow subvention submitted.
7. Payment Processing • Prepare and submit payment vouchers for goods, services, and payroll, ensuring full documentation and alignment with system records. • Monitor payment timelines and escalate delays or inconsistencies.	• All payment vouchers are submitted with complete supporting documents, accurately matched to system records, and processed within approved timelines • Payment delays or inconsistencies are escalated within 24 hours and resolved promptly to maintain operational continuity

POSITION DESCRIPTION

8. Cash Receipting and Debt Collection Oversee daily receipting and petty cash transactions.	- Ensure proper account allocation and follow up on outstanding debts. - Submit receipts and bank deposits in accordance with USP protocols.
9. Financial Reporting - Ensure all month end reports are submitted by the deadline. - Ensure period is locked in MYOB after month end reports are submitted. - Budget loaded in MYOB. - Ensure compliance report is completed, signed by the Director and submitted to Business Manager before 20th of every month. - Timely Submission of Payment Vouchers.	- Accurate and efficient reporting - Monitoring controls in MYOB - Attendance to video conferencing once a month. - Timeliness
10. Data Entry, Reconciliation, and Reporting Maintain accurate records for all financial transactions using USP's approved accounting system.	- Perform monthly reconciliations and prepare financial reports for submission to Business Manager. - Lock monthly reports by the 1st of each month and resolve outstanding items within one week.
11. Oversight, Compliance, and Risk Management Uphold internal controls, segregation of duties, and audit readiness.	Identify financial and operational risks—such as duplicate payments, non-compliant transactions, or system gaps—and escalate to Business Manager with proposed mitigation strategies.
12. Other Ad Hoc task allocated by the Campus Director and Business Manager	As and when required.

TERMS & CONDITIONS

Salary: VUV4,170,641– VUV5,125,526

Length of Contract: 3 years, renewable

Gratuity and Allowances: N/A

POSITION DESCRIPTION

Other Benefits: Professional Staff benefits

POSITION SPECIFICATION**Qualifications (or equivalent level of learning)**

<i>Essential</i>	<i>Desirable</i>
Bachelor's Degree in Accounting	- Postgraduate Qualification in Accounting - Membership of Professional Accounting Organization

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
Minimum of six (6) years' experience in a finance department within an organization of comparable size and complexity to Emalus Campus, with demonstrated proficiency in accounting software such as MYOB, and a strong track record in multi-unit coordination, compliance oversight, financial reporting, and stakeholder engagement.	At least two (2) years' experience leading the finance department of an organization similar in size and complexity to Emalus Campus

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	- Reconciliation & Reporting - Financial Analysis & Month-End Closure - Audit Readiness & Internal Controls - Data Accuracy & System Integrity - Compliance Monitoring - Cross-Border Financial Coordination
<i>Advanced level</i>	- Financial Systems & Software (e.g. MYOB) - Procurement & Expenditure Controls - Payroll & Statutory Compliance - Internal Controls & Risk Management - Cash Handling & Receipting - Payment Processing & Documentation - Budget Monitoring & Variance Review - Compliance with USP Financial Policies
<i>Working level</i>	- Stakeholder Engagement - Leadership & Team Oversight - Cash Receipting & Petty Cash Handling - Student Financial Services Support - Basic Procurement Coordination - Routine Data Entry & Filing

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	• Follow-up on Outstanding Debts • Support for Month-End Closure Activities
<i>Awareness level</i>	• Regulatory & Policy Awareness • Understanding of USP Financial Protocols • Basic Familiarity with Vanuatu Statutory Requirements • Introductory Knowledge of Banner and MYOB Systems • General Awareness of Audit Procedures • Exposure to Procurement Thresholds and Delegation Limits • Understanding of Campus Financial Workflows and Reporting Cycle

APPROVAL

Supervisor name :

Supervisor's Signature :

Date:

Staff Name:

Staff ID:

Staff Signature:

Date: