

FINANCIAL & ADMINISTRATIVE MANAGER

Location: Vanuatu Beverage factory in Prima, Port-Vila

Job Type: Full-time

The Financial and Administrative Manager's responsibilities include preparing financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other financial and administrative duties as assigned.

Role and Responsibilities:

1. Oversee the accounts department, managing staff performance and development.
2. Conduct regular performance evaluations and provide feedback to enhance team effectiveness.
3. Maintain and manage the general ledger in SAGE, ensuring accurate recording of all expenses, income, salaries, inventory, depreciation, and in compliance with the French accounting system.
4. Manage debit and credit entries, ensuring timely reconciliation of bank and cash transactions.
5. Monitor daily banking operations, proactively addressing and resolving any issues that arise.
6. Ensure effective financial controls and procedures are in place to safeguard company assets.
7. Prepare and file VAT and other tax declarations in compliance with regulations.
8. Ensure timely preparation and submission of tax returns and other statutory financial documents.
9. Prepare cash flow reports and oversee the preparation of cheques and international transfers.
10. Prepare and present comprehensive financial reports, including monthly, quarterly, and annual statements.
11. Validate payroll processing, ensuring accuracy of salaries, deductions, benefits, and statutory contributions.
12. Optimise the payroll system, reviewing processes and controls to enhance accuracy, efficiency, and integration with the accounting system.
13. Prepare for annual audits and assist auditing firm during the audit period.
14. Develop and manage the annual budget for each new financial year in collaboration with the Management.
15. Analyse financial data to identify trends and provide insights for strategic decision-making.
16. Collaborate with management to develop long-term financial strategies.
17. Ensure adherence to all financial regulations and internal policies, maintaining a high standard of governance.
18. Update and implement financial policies and procedures to enhance operational efficiency.
19. Oversee the purchasing department, collaborating closely with the accounts department to ensure accurate financial tracking and reporting.

Qualifications and Skills Requirements:

- Master's degree in accounting, Finance, Business Administration, or related field.
- Minimum 5 years' experience in finance and administration, including 2 years in a management role.
- Strong knowledge of accounting standards, budgeting, taxation, and financial reporting.
- Proficient in Microsoft Excel and accounting software.
- Excellent leadership, communication, and organizational skills.
- Demonstrated ability to maintain confidentiality and exercise sound judgment.

Hours: Monday to Saturday, 44h per week, overtime expected.

To Apply: Send your application to hr@vanbev.vu or you can also drop your application at our office located at Prima area.

Closing date for applications is 7 days from today.