



Vanuatu Red Cross Society

Job description

Finance & Administration Assistant Part Time

Position Title:	Finance & Administration Assistant
Line Manager:	Branch Committee
Reporting to:	Administration Human Resources Officer, VRCS Head Quarters (HQ)
Job location:	VRCS Tanna office in Tanna with rare field trips

Purpose of the job: The Finance & Administration Assistant will be the main point of contact or focal point for Tafea VRCS Branch. The Assistant will work closely with other VRCS Branch Staff, other VRCS Staff working under projects and Delegates that come to assist the VRCS example in Disaster and WASH. The Finance & Administration Assistant will make sure that Vanuatu Red Cross Society office in Tanna is open daily from 8am to 12pm Monday to Friday.

Purpose of the Society

Founded in 1982, Vanuatu Red Cross Society (VRCS) is a major stakeholder in the humanitarian system. The Society is recognized by the Government as auxiliary to the public authorities in the humanitarian field in accordance with the provisions of the First Geneva Convention. The organization is also one member of the National Disaster Committee.

VRCS has identified Disaster Management and Disaster Preparedness as one of its main areas of intervention with a particular focus on community based disaster preparedness. It also implements a Health Program, whose main components are First Aid and Hygiene Promotion. The organization also encourages Youth participation and promotes the International Humanitarian Law.

VRCS has branches in 6 different provinces and numerous sub-branches. It can also rely on a solid network of trained volunteers all over the country. Around 30 staff members are currently working at HQ in Efate, while around 20 are working in the other islands.

Specific Project duties, responsibilities and accountabilities

DUTIES APPLICABLE TO ALL:

- Work towards the achievement of VRCS objectives in the country/province of operation through effective managerial and lateral relations and teamwork
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
- To perform other tasks as may be assigned by the VRCS CEO (up to 10 % of work time might be dedicated to other VRCS activities)

1. Project Administration Duties

- Records accurate meeting minutes and distribute promptly to relevant staff/stakeholders
- Ensures effective and efficient filing systems are in place and files all information accordingly.
- Protects operations by maintaining confidentiality of information.
- Drafts letters and documents as requested by the Branch Committee
- Other administrative duties as required.

2. Office Management

- Office receptionist, handle queries
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains office supplies inventory by checking stock to determine inventory level;

3. Financial Management

- Develop and Process fund requests form and sent to Vila .
- Ensuring the all original supporting documents are attached in each financial transaction and sent to Vila.
- Enter fixed assets into Excel
- Provide report of fixed assets to Logistics staff to enable reconciliation and update of Excel
- Arranging for staff to sign payroll slips

Qualifications and profile required

- Post-secondary education, year 12 or above;
- Some experience in Finance
- Experience working with NGOs/not-for-profit organisations;

Knowledge & skills required

- Computer skills (Internet, Word, Excel, PowerPoint, Outlook);
- Communication skills (oral and written);
- Interpersonal and organizational skills;
- Strong sense of responsibility and control;
- Well presented and personable;
- Fluent Bislama required;
- Fluent English (knowledge of French would be an asset);
- Open-minded, dynamic and flexible;
- Knowledge of Red Cross movement will be an asset;

WORKING HOURS:

- This is a Part time position.
- Working schedule 8.00am to 12.30pm & 13.30 to 17.00pm Monday to Friday.

VRCS is an organization involved in emergency, early recovery and development program. Therefore, all VRCS staff have to be available at any time in order to respond to any emergency work, should the need arise.

All Vanuatu Red Cross staff must agree to and sign the Child Protection Policy and Code of Conduct as well as providing a current police clearance. This is a condition of employment.