

Assett & Travel Officer**Charity Welin Jimmy**

Contact Details	Phone: +678 7318141; Email: ceejay1177@gmail.com
Nationality	Ni-Vanuatu
	Permanent Resident Status
Professional Qualifications	2000
Other Training	Financial Management for NGO Workshop – Pacific Skills Link(VSO) – 2003 Public Financial Management Workshop – World Bank – 2012 Leadership and Management Development Program – National University of Samoa – 2013 Project Management – 2016 Mandatory Training under DFAT requirements for the current job I hold.
Country Experience	Vanuatu

SUMMARY OF RELEVANT EXPERIENCE

- > 14 years' experience in accounting and financial administration in Vanuatu
- > Knowledge of and experience with AusAID guidelines and requirements through serving over 3 years' as Finance Officer on an AusAID project
- > Over 3 years' experience supporting and providing quality assurance of finance and administration personnel
- > 12 years' experience providing financial reporting
- > Experience establishing, reviewing and maintaining financial management and accounting systems
- > Excellent Bislama and English communication skills and knowledge of French
- > 2 years' experience working under a Diplomatic mission and under an attached agency within a Diplomatic mission.

SUMMARY OF RECENT RELEVANT PROFESSIONAL AND DEVELOPMENT WORK EXPERIENCE**2019-2021 (2 years), Asset & Travel Officer, Vanuatu-Australia Defence Cooperation Program, Australian High Commission- Vanuatu**

The Vanuatu Australia Defence Cooperation Program is an attached agency within the Australian High Commission, the Programs main role is to support the and enhanced Vanuatu Police Force presence across Vanuatu archipelago. My tasks included:

- Provide high quality, responsive and efficient administrative support services for the delivery of Travel and Movement Management.
- Provide high quality, responsive and efficient administrative support services for the delivery of Asset and Maintenance Management.
- Provide support Defence administration at Post.

2014- 2019 (6 years), Audit & Finance Officer, Vanuatu Reform Mechanism Program, Consulting Vanuatu

The Australian Government is the largest and lead donor in the health sector in Vanuatu. Australian assistance in recent years has been delivered through a nascent sector wide approach following the establishment of a multi-agency "principles-based" partnership. Around half of annual funding to the Vanuatu health sector is committed as semi-earmarked funding to the Ministry of Health through a Direct Funding Agreement. My main role working with:

- Government of Vanuatu through the Ministry of Health on the PFM systems to oversee and strengthen financial management procedures relating to Australian aid funds as well as working with a small donor funded specialist team to improve and strengthen Ministry PFM systems develop adequate safeguards for Australian and, potentially, other donor funding.

Assett & Travel Officer**Charity Welin Jimmy****06/2010 – 2014 (4 years), Finance Manager, Malaria & Other Vector Borne Disease Program, Vanuatu, Department of Health**

This program aims are to effectively control and eliminate Malaria in more than one province by 2020. Charity is responsible for overall financial management of program, including quality assurance of the outputs of other personnel. My tasks include:

- providing financial and budgetary analysis and advice to the Manager to ensure overall cost efficient and effective use of domestic and international resources by the Malaria and other Vector borne Disease unit;
- reviewing and maintaining the financial management and accounting system;
- managing all accounting processes for the Unit;
- ensuring all transactions are prepared, processed and recorded using centralised, transparent financial management systems;
- supervising and directing the work of other finance and administration personnel in the Unit, ensuring all financial data is compliant with government requirements; and
- establishing and maintaining systems to ensure that routine expenditure of the Units.
- financial resources are undertaken in a transparent manner, in line with agreed work plan (MAP) and consolidated government and donor budget frameworks to achieve planned outcome.

03/2007 – 06/2010 (3 years 3 months), Finance Officer, Vanuatu Police Force Capacity Building Project (VPFCBP), Vanuatu/AusAID

The VPFCBP was a whole of government effort involving AusAID, the Australian Federal Police and the Vanuatu Police Force (VPF) aimed at creating a safer and more secure environment in Vanuatu through building the capacity of the VPF. I was responsible for managing all financial aspects of the project. My tasks included:

- managing all financial reporting processes, including project expenditures and forward estimates;
- managing accounts payable and other financial records to ensure accurate tracking of expenditures;
- maintaining the financial management system;
- ensuring compliance with AusAID requirements;
- providing accurate briefings to the Office Manager and Team Leader;
- liaising with contractors and suppliers regarding procurements and contractual matters; and
- providing filing and other office administrative support to the Team Leader and Team members.

10/2001 – 12/2006 (5 years), Financial Controller, Foundation of the Peoples of South Pacific (FSP), Vanuatu

FSP is an NGO that aims to deliver sustainable development across the sectors of forestry and environment, health and nutrition, youth, small business and community capacity building. It works in partnership with communities, local governments, the Vanuatu national government and international donors. As Financial Controller, I was responsible for administration of all financial transactions for the organisation. My tasks included:

- administration of all daily financial transactions;
- payment to creditors;
- collection and deposit of receivables;
- bank reconciliation of various bank accounts;
- transferring funds (foreign and local currency) between accounts;
- managing the organisation Term Deposit;
- inputting financial transactions and adjustments into MYOB;

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- preparing monthly, yearly and end of project financial reports for donors as well as the Executive Directors and Project Managers;
- ensuring all financial reporting complied with donor requirements;
- preparing payroll;
- closing of books at the end of Financial year;
- preparing the annual audit and liaising with auditors; and
- supporting office administration.

02/1999 – 06/2001 (3 years 4 months), Trainee Accountant, Moores Rowland Chartered Accounting Firm, Vanuatu

In this role I was responsible for supporting local and international companies operating in Vanuatu. My tasks included:

- incorporating local and international companies;
- opening and managing company bank accounts;
- administration matters related to establishing and managing Vanuatu international companies;
- managing cash books in various currencies;
- assisting with billing and receipting of both international and local clients; and
- supporting general office administration tasks.