



VANUATU NATIONAL PROVIDENT FUND				
JOB DESCRIPTION				
1	Job Title Description that refers to the responsibilities of a job and the level of the position .	Payroll Audit Officer		
2	Position No This number is to be used in all subsequent correspondence relating to this post.			
3	Position Evaluation Completed Position has been evaluated by VNPF Management to align SP10	YES	SP10 Job Points	
4	Department Specific areas of activity within VNPF	Operations Division		
5	Location Where the position is located in VNPF Structure.	VNPF Head Office		
6	Job Purpose "Why this Post exists" this might be a one-line statement adapted from the VNPF Strategic Plan for higher level posts.	The Payroll Audit Officer is responsible for auditing the payroll of VNPF members to ensure that contributions, payments, and related transactions are accurate, properly recorded, and comply with VNPF Act, policies, procedures, and Vanuatu laws. The role supports the Operations Division by identifying errors, risks, and irregularities in member payroll data and recommending improvements to strengthen controls and accountability.		
7	Date Occupy the post.	TBC		
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.			
8.1	<ul style="list-style-type: none"> • Member Payroll Accuracy and Compliance Ensure that member payroll contributions and payments are correctly recorded and processed according to VNPF policies and Vanuatu labour laws. • Payroll Audit and Review Conduct regular audits on member payroll records, contribution reports, and supporting documentation. • Risk and Internal Controls Detect errors, omissions, or irregularities in member payroll and suggest corrective actions to management. • Reporting and Follow-up Prepare timely payroll audit reports for management and follow up on audit findings. • Coordination and Support Liaise with member employers, HR units, Finance, and other relevant VNPF divisions to resolve payroll issues. • Confidentiality and Professional Conduct Maintain confidentiality and handle member payroll information with integrity and professionalism. 			
9	Work Complexity The level of complexity refers to the duties, the degree of autonomy and the scope of responsibilities.			

	<ul style="list-style-type: none"> • Auditing large volumes of member payroll data with high accuracy and attention to detail. • Interpreting and applying VNPF Acts, policies, procedures, and Vanuatu labour laws correctly. • Balancing multiple priorities and meeting strict reporting deadlines. • Liaising with member employers, HR, Finance, and other divisions to resolve payroll issues. • Identifying and resolving errors, discrepancies, and irregularities in member contributions and payments. • Handling sensitive and confidential member information with discretion and professionalism. • Applying sound judgment in decision-making to ensure member entitlements and fund compliance are protected. 	
10	Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/research/advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower-level jobs it will be more specific e.g. deliver, record, type, maintain.	
10.1	Review and audit VNPF member payroll records and supporting documents	<ul style="list-style-type: none"> • Member payroll data is accurate and reliable
10.2	Verify member contributions, allowances, and deductions	<ul style="list-style-type: none"> • Contributions and payments are correctly calculated and recorded
10.3	Check member payroll compliance with VNPF policies and Vanuatu laws	<ul style="list-style-type: none"> • Payroll processes meet legal and organisational requirements
10.4	Identify errors, discrepancies, or irregularities in member payroll	<ul style="list-style-type: none"> • Issues are detected early and resolved promptly
10.5	Prepare payroll audit reports for management	<ul style="list-style-type: none"> • Management receives clear and actionable findings
10.6	Follow up on implementation of audit recommendations	<ul style="list-style-type: none"> • Payroll issues are corrected and controls strengthened
10.7	Liaise with employers, HR, and Finance teams on member payroll matters	<ul style="list-style-type: none"> • Payroll issues are resolved efficiently
11	Key Relationships The ideal tool to use when implementing the role of the position.	
11.1	Reports Directly to Reporting procedure.	Manager Operations Division
11.2	Responsible for (Total number of staff).	Nil
11.3	Frequent Internal Personal Contacts with... (Managers, Team Leaders, staff).	Manager Operations Deputy General Manager Operations Division staff
11.4	Occasional Internal Personal Contacts with... (Executives, that when making presentation on compliance projects)	VNPF Staff Departments Leaders Department Managers

11.5	Frequent External Personal Contacts with... (Registered and non-register, Registered and non-registered Employers and Government statutory bodies)	Registered Employers, NGOs and Government Statutory bodies
11.6	Occasional External Personal Contacts with... (Government Statutory Bodies).	Government Statutory bodies
11.7	Purpose of contact Reason for contacting	Providing information/advise
11.8	Impact of Decisions Think of the decisions this Post makes without help on a regular basis (weekly or monthly to greatly reduce the risk of serious things happening. Name the more important thing (s) decided.	Carry out duties according to decision made by General Manager and the Board. If the post has a significant Finance Delegation to commit funds, the amount should also be stated. NIL
11.9	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Prepare to take up responsibility beyond normal hours.
11.10	Reason for Seeking Approval e.g. Routine Revision of Existing Job Description, New Post, Regarding. State if any overlap or duplication with existing Job Description or new duties and responsibilities)	
12	CRITERIAS TO BE SELECTED FOR THE POST (Allow for some on-the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job)	
12.1	Qualification the required qualification for the job e.g. certificate, diploma, degree.	<ul style="list-style-type: none"> • Bachelor's degree in accounting, Finance, Business Administration, or a related field. • Relevant professional qualifications (e.g., CPA, Certified Public Accountant) will be an advantage.
12.2	Experience e.g. number of years or level of experience in filing/keyboard work or driving, e.g., low- or high-level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc.	<ul style="list-style-type: none"> • At least 2–3 years' experience in payroll, auditing, accounting, or financial services. • Experience working with payroll systems and auditing procedures is preferred.
12.3	Special Skills e.g. vehicle license, driving record, computer word/excel etc.	<ul style="list-style-type: none"> • Strong attention to detail and accuracy. • Good understanding of payroll processes, accounting principles, and Vanuatu labour laws. • Analytical and problem-solving skills. • Good communication and interpersonal skills for liaising with employers, HR, and Finance. • High level of integrity and ability to handle confidential information.
12.4	Thinking style	<ul style="list-style-type: none"> • Analytical thinker • Creative thinker

