

Accountant Advisor

Tuvalu National Provident Fund, Tuvalu

Assignment title	Accountant Advisor		
Partner organisation	Tuvalu National Provident Fund		
Location	Tuvalu	Vaiaku, Funafuti	
Type of assignment	In-country Assignment		
Duration of assignment	4 months		
Assignment phases	Phase 1	Mode In-Country	Duration 3 months
Proposed start date	17 August 2026		
Website	www.tnfpf.tv		
Australian organisation:	No AO linked		

ABOUT THE PARTNER ORGANISATION

The Tuvalu National Provident Fund (TNPF) is a statutory financial institution established to provide compulsory savings and social security benefits for the people of Tuvalu. Operating across all islands of Tuvalu, TNPF serves both public and private sector employees, ensuring that members have financial support upon retirement, disability, or other qualifying circumstances.

The primary aim of TNPF is to safeguard members’ contributions while delivering sustainable returns that enhance long-term financial security. We work closely with government agencies, employers, regional financial institutions, and external consultants to strengthen governance, compliance, and investment performance.

Currently, TNPF is focused on strengthening its investment portfolio, improving operational efficiency, and enhancing member engagement through digital solutions. Looking ahead, our goal is to build a more resilient and diversified fund that can withstand economic challenges while continuing to deliver value to members.

ABOUT THE ASSIGNMENT

This assignment is critical to the Tuvalu National Provident Fund (TNPF) as it directly supports the strengthening of financial governance, transparency, and accountability across its operations and subsidiaries. In particular, the Funafuti Lagoon Hotel, one of TNPF’s key subsidiaries, has fallen significantly behind in its financial reporting, with outstanding accounts from 2019 to 2025. Addressing this backlog is essential for informed decision-making, audit compliance, and

maintaining stakeholder confidence. Timely and accurate financial reporting will also enable TNPf to better assess the performance and sustainability of the hotel.

The volunteer accountant from Australia will provide essential technical expertise to support the TNPf finance team in addressing and bringing up to date the backlog of the Funafuti Lagoon Hotel’s financial reporting, while strengthening the Hotel’s overall accounting practices. The volunteer will assist in reviewing historical financial data, updating the organization’s financial journals, and contributing to the preparation of accurate and timely financial statements.

In addition, the volunteer will play a key role in strengthening the organization’s internal financial processes and controls. This position cannot be readily filled locally due to the limited availability of specialized accounting professionals in Tuvalu, particularly those with experience in complex financial reporting and audit preparation for multi-year arrears.

The volunteer accountant is also expected to work closely with the TNPf finance team to ensure that all financial reports are brought up to date and aligned with required standards.

TNPf has strong institutional foundations, including committed staff, supportive governance structures, and a clear mandate to serve its members. The volunteer will have the opportunity to work within a unique island context, gaining insight into public sector finance, pension fund management, and subsidiary operations in a small developing state. This placement offers valuable cross-cultural experience

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Tuvalu National Provident Fund to support the objectives below:

Assignment objectives	Proposed activities
<p>In-Country Phase Objective: Objective 1: Clear the backlog of financial reporting for the Funafuti Lagoon Hotel (FLH) for the years 2019–2025</p>	<ol style="list-style-type: none"> 1. Review and reconcile historical financial transactions for 2019–2025. 2. Assist the team post and update all journal entries. 3. Prepare comprehensive financial statements for each year, including income statements, balance sheets, and cash flow statements. 4. Coordinate with auditors and management to ensure reports comply with statutory and TNPf reporting requirements.
<p>In-Country Phase Objective: Objective 2: Strengthen internal accounting processes and controls within TNPf and the Funafuti Lagoon Hotel</p>	<ol style="list-style-type: none"> 1. Assess current accounting systems and workflows to identify gaps or inefficiencies.

	<ol style="list-style-type: none"> 2. Implement best practice procedures for transaction recording, reconciliations, and reporting. 3. Train finance staff on updated processes to ensure sustainability and compliance.
<p>In-Country Phase Objective: Objective 3: Provide technical guidance to support strategic financial decision-making Activities.</p> <p>Transition of financial data</p>	<ol style="list-style-type: none"> 1. Analyze financial data to identify trends, risks, and opportunities for improved financial performance. 2. Prepare management reports and recommendations for investment and operational decisions. 3. Support management in developing budgets, forecasts, and financial projections for future planning. 4. Assist TNPF finance team with the transition of data from the Tuvalu National Provident Fund (TNPF)'s legacy MYOB system to the updated MYOB platform.
<p>Inclusion objective and proposed activity</p>	
<p>The volunteer will work alongside the partner organization to uphold the values of diversity, equity, and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status, or background (e.g., religion, language, ethnicity, and marginalized or vulnerable groups).</p> <p>The volunteer will work alongside members of the Tuvalu National Provident Fund to: A practical activity the volunteer accountant could carry out to support diversity, equity, and inclusion is the design and delivery of simple, accessible financial literacy workshops tailored to different groups within the community.</p> <p>In alignment with the Tuvalu National Provident Fund (TNPF)'s advocacy to extend provident fund coverage to the informal sector, the volunteer accountant can further support these efforts by developing targeted outreach and education initiatives for informal workers. This could include market vendors, small-scale fishers, and other self-employed individuals who are often excluded from formal financial systems.</p> <p>The volunteer can simplify complex provident fund concepts into easy-to-understand materials, use inclusive and culturally appropriate communication methods, and, where necessary, provide translations or visual tools to reach individuals with varying literacy levels. They can also work alongside TNPF to identify barriers to participation such as lack of awareness, documentation challenges, or perceived inaccessibility and propose practical solutions to address them.</p>	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Bachelor’s degree in accounting and finance 	<ul style="list-style-type: none"> • Postgraduate qualification in accounting and business management

Knowledge and experience

Essential	Desirable
<ul style="list-style-type: none"> • Financial management and reporting skills. Strong ability to prepare, analyze, and interpret financial statements, budgets, and reports to support organizational decision-making. • Communication and training skills. Ability to explain financial concepts in simple, culturally appropriate ways and deliver inclusive financial literacy training to Board members (or decision makers). • Experience with accounting systems and digital tools. Proficiency in common accounting software (e.g., MYOB) and the ability to support system improvements or train staff in their use. 	<ul style="list-style-type: none"> • Experience in customer training and capacity building. Ability to design and deliver training sessions for staff or members, helping improve understanding of financial services, systems, and provident fund benefits. • Knowledge of social protection or provident fund systems. Understanding how pension or provident fund schemes operate would be beneficial in supporting TNPF’s efforts to expand coverage, particularly to the informal sector

Following the Program’s values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Manager Finance

Working relationships: The Volunteer Accountant will work closely with the Manager Finance, Chief Financial Officer and the Manager Business Subsidiary

Hours and days of work:

In-country phase
Full time

Leave: All volunteers are entitled to 20 days leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance *(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment):*

No, this assignment is not deemed to require professional indemnity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links:

<https://www.australianvolunteers.com/countries/tuvalu> and <https://www.dfat.gov.au/geo/tuvalu>

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has

a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*
Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on an assignment.
- If they want their partner, to whom they are not legally married, to accompany them on an assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.