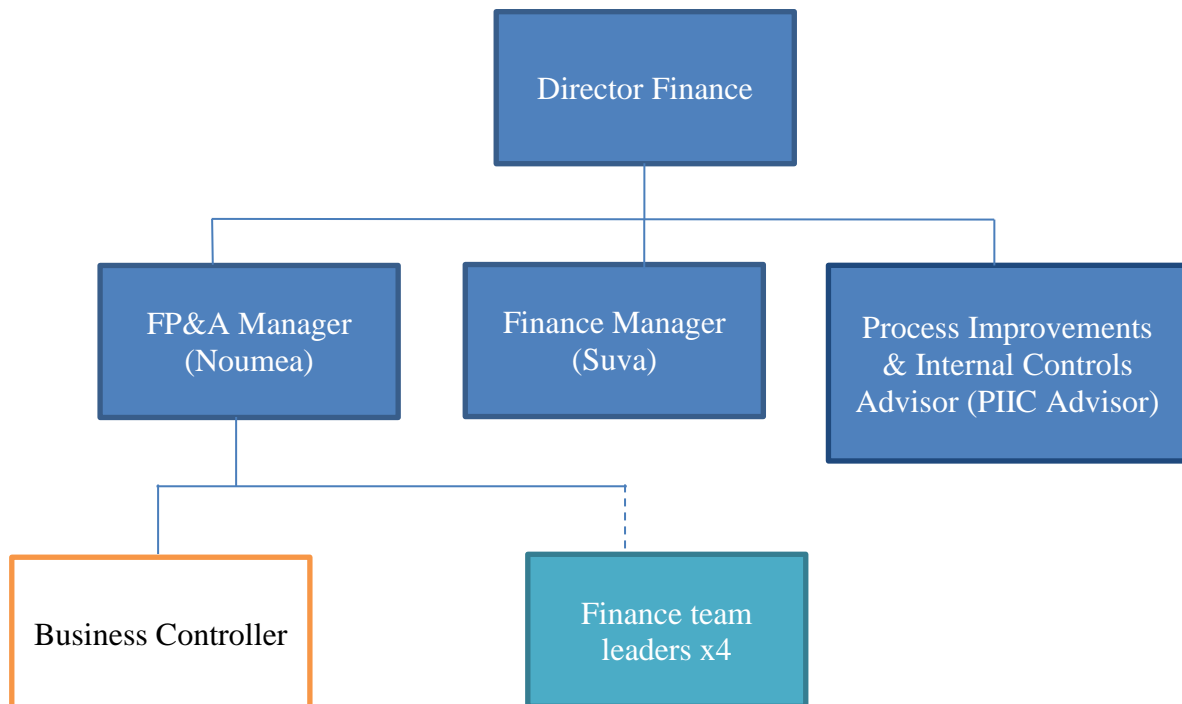




JOB DESCRIPTION

Job Title:	Business Controller
Work Unit:	OMD, Finance
Location	Noumea
Reporting to:	Financial Planning and Analyses Manager
Number of direct reports:	none
Purpose of job:	Support to FP&A Manager: financial reporting; support and guidance to SPC divisions, Budgets process.
Date:	March 2023

Organisation Context:



Key Result Areas:

The position of Business controller encompasses the following major functions or Key Result Areas:

1. Budget processes and analyses (35%)
2. Treasury and investments (25%)
3. Financial systems development and maintenance (15%)
4. Support to accounting teams (15%)
5. Other general (10%)

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	<i>Jobholder is successful when</i>
1. Budget processes and analyses <p>a) Budget processes</p> <ul style="list-style-type: none"> Under the supervision of the FP&A Manager, ensure the efficiency and accuracy of the budget process. Active role in the preparation and review of annual corporate budgets, and other budgetary analysis and financial forecasts, working in close liaison with the FP&A Manager and divisions. Prepare and lead building of OMD Budgets in Noumea and Suva. Review of proposed project budgets to ensure compliance with SPC project budget template and guidelines. <p>b) Analyses</p> <ul style="list-style-type: none"> Monthly reporting and analyses are accurately prepared and shared with the organisation. Accurate set of KPIs is developed and shared with divisions. Ensure that FCR process is well implemented. Provide support to the FP&A manager with ad hoc analyses and development of action plans. 	<ul style="list-style-type: none"> Budgets are done accurately and on time. Project budgets submitted are in line with SPC guidelines and requirements. Reports are accurate and delivered online. Financial indicators are understood and monitored by the SLT and division finance leaders.
2. Treasury and investment management <p>a) Treasury</p> <ul style="list-style-type: none"> Develop and maintain an accurate rolling cash forecast. Foster and maintain effective working relationships with banks to optimise returns on investments and services. <p>b) Investments</p> <ul style="list-style-type: none"> Assist the FP&A Manager in the preparation of investment plans. Follow up of fixed assets register and periodic controls 	<ul style="list-style-type: none"> Cash requirements are met, and unused cash appropriately invested. Investments are properly monitored and booked.
3. Financial systems development and maintenance <ul style="list-style-type: none"> Under the supervision of the FP&A manager, and in consultation with the Business Analyst, play an active role in the development and deployment of effective business intelligence (BI) solutions. Train division finance teams and act as key contact for all issues about the usage of BI tools. 	<ul style="list-style-type: none"> SPC has efficient and accurate BI tools. Finance teams are adequately trained.

4. Support to accounting team <ul style="list-style-type: none"> • Work with other finance team members to improve processes and internal controls. • In accordance with the PIIC Advisor, perform internal control missions. • Providing high quality advice and assistance to divisional finance staff, especially in the preparation of projects and programme financial proposals and support the shared services approach/project. • Contributing to the effective and efficient delivery of finance services to the whole organisation. • Support accounting teams and act as a backup when required. 	<ul style="list-style-type: none"> • There is effective and efficient service delivery of finance services. • Effective working relationship with divisions, finance teams in Suva and Noumea. • Recognised as a trusted business partner throughout the organisation.
5. Other general <ul style="list-style-type: none"> • Must take a team-oriented approach by proactively assisting others in the Finance teams. • Any other task that may be delegated. 	

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Providing high quality analyses and support to the finance director and FP&A Manager
- Becoming a trusted business partner for all SPC divisions.
- Forward thinking, understanding SPC financial flows and components of its financial sustainability.
- Key role in the budget process for the whole organisation.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> • External – donors, auditors, members of ARC, banks. 	<ul style="list-style-type: none"> • External – giving, receiving, requesting information, explaining things, resolving issues.
<ul style="list-style-type: none"> • Internal – finance officers, managers, directors, internal audit team. Finance team members in Noumea and Suva. 	<ul style="list-style-type: none"> • Internal – giving, receiving, requesting information, explaining things, resolving issues, gaining cooperation.

Level of Delegation:

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">Degree in accounting, business administration or similar financial management qualification	<ul style="list-style-type: none">Membership in a recognised professional accounting body

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none">Have at least 5 years of experience in accounting or financial controlling.Experience in use of accounting application software and reporting tools.Experience in preparation of budgets for a medium or large organisation, financial reporting and monitoring of budgets and cash flows and Treasury management.Ability to influence without hierarchical authority.Strong client focus with high level of responsiveness and demonstrated performance in delivering outputs.Excellent English language both spoken and written.	<ul style="list-style-type: none">Experience with IPSAS in a development organisation.Proficiency in written and spoken French.Advanced excel skills.Experience in Microsoft Dynamics NAV and Jet Reports.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">Aptitude for the provision of high quality service.Customer focus – work to ensure customers (mainly internal) are satisfied with level of service.Ability to deal with confidential information in a professional manner.
Advanced level	<ul style="list-style-type: none">A high level of interpersonal skills and cultural sensitivity.

	<ul style="list-style-type: none"> • A flexible approach and a willingness to assist with a variety of other tasks within the Secretariat. • Attention to detail – ability to check information Ability to set priorities successfully working with minimal supervision.
Working Knowledge	<ul style="list-style-type: none"> • Commitment to continuous improvement. • Very good oral and written communication skills. • SPC Regulations and Policies.

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Ability to lead and motivate team
- teamwork
- Open to change; orientation to continuous improvement
- strong attention to detail
- Results focused; client focussed.
- Committed to organization
- Personal integrity
- Excellent interpersonal skills to work in a multicultural working environment
- Positive attitude
- Good communicator

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.