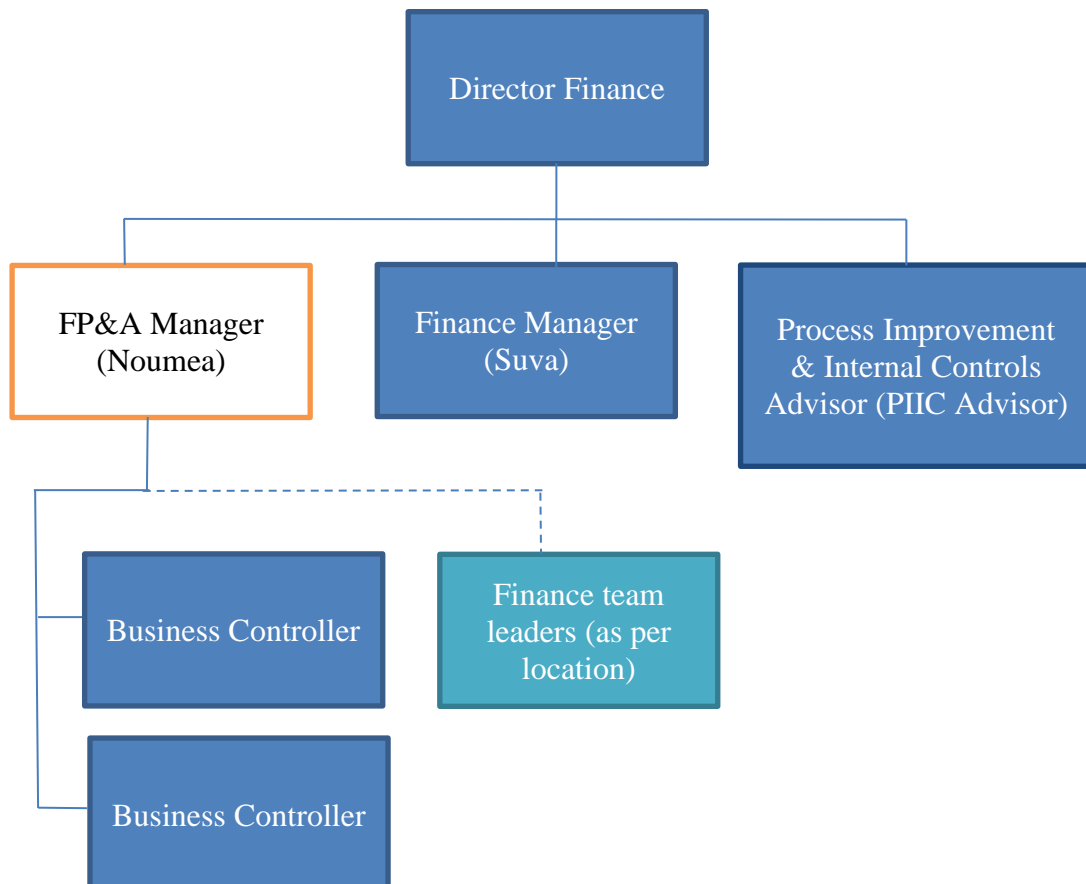




JOB DESCRIPTION

Job Title:	Financial Planning and Analysis Manager (Noumea)
Work Unit:	OMD, Finance
Location	Nouméa or Suva
Reporting to:	Director of Finance
Number of direct reports:	2 + finance team leaders as per location (dotted line)
Purpose of job:	Coordination and management; support to Finance Director; monitoring of SPC financial sustainability; treasury and investments.
Date:	March 2023

Organisation Context:



Key Result Areas:

The position of Finance Manager (Noumea) encompasses the following major functions or Key Result Areas:

1. Leadership and team management (10%)
2. Coordination and management (10%)
3. Support to Finance Director (10%)
4. Budget processes and analyses (30%)
5. Treasury and investments (20%)
6. Financial systems development and maintenance (10%)
7. Other general (10%)

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

Jobholder is accountable for	Jobholder is successful when
1. Leadership & Team management <ul style="list-style-type: none"> • Manage resources effectively and efficiently. • Ensure corporate requirements are met individually and as a team including the performance planning and assessment cycle and the requirements of finance, audit, and risk reporting. • Manage staff performance and ensures consistency. • Conduct fair, consistent, timely performance planning and review meetings and encourages open communication and create a positive work environment. • Actively schedule time to help staff develop and be the best they can. • Promote collaboration within the team and across functions and other divisions in the organisation. • Support the health, safety, and well-being of employees in the way they lead and manage and monitor the team. 	<ul style="list-style-type: none"> • Effective working relationship with finance staff in Suva and Noumea with issues resolved on a timely basis. • Engaged in development of annual staff work plans and delivery and performance standards are monitored.
2. Coordination and management Effective service delivery through: <ul style="list-style-type: none"> • Providing high quality advice and assistance to division directors and divisional finance team leaders and staff to facilitate decision making, and to Finance Director. • Coordinating with finance sections in other locations. • Contributing to the effective and efficient delivery of finance services to the whole organisation. • Backing up the Finance manager when required to ensure finance processing services (such as payroll, payments, debtors, receipting, accounting for fixed assets, provident fund, reconciliations etc.) meet client delivery standards. • Work with other finance team members to improve processes and internal controls. • Work closely with other senior finance members on risk mitigation policies and measures such as the review and update of the risk register and various risk related policies. 	<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.

<p>2. Support to Finance Director</p> <p>a) Audit and Risk Committee (ARC)</p> <ul style="list-style-type: none"> • Develop an appropriate agenda. • Lead the development and writing of papers for ARC. • Provide support and coordination with the Internal Audit function. • Liaise with Committee members on papers and administrative matters. • Undertake secretariat functions. <p>b) Investment committee</p> <ul style="list-style-type: none"> • Develop an appropriate agenda. • Lead the development and writing of papers for the committee. • Liaise with Committee members on papers and administrative matters. • Undertake secretariat functions. <p>c) Other finance department areas</p> <ul style="list-style-type: none"> • Assist the Director to coordinate and manage any issues he deems appropriate to delegate. <p>d) Directors Forum / SLT</p> <ul style="list-style-type: none"> • Assist the Director as required to develop the Finance agenda. • Assist the Director as required to research and write finance papers for the Directors Forum / SLT. <p>e) Technical advises</p> <ul style="list-style-type: none"> • providing high quality technical financial advice to the director finance and executive to facilitate decision making and planning 	<ul style="list-style-type: none"> • Effective ARC support is provided in a timely manner • ARC papers are of a high quality <ul style="list-style-type: none"> • Effective management of the investment committee • Investment papers are of a high quality <ul style="list-style-type: none"> • Effective support is provided to the Finance Director in a timely manner for other finance sections <ul style="list-style-type: none"> • Effective support is provided to the Finance Director in a timely manner for the directors forum / SLT <ul style="list-style-type: none"> • Technical advises provided meet needs of executives and clients
<p>3. Budget processes and analyses</p> <p>a) Budget processes</p> <ul style="list-style-type: none"> • Ensure the efficiency and accuracy of the budget process to enable the organisation to make strategic decisions. • Develop predictive modelling for strategic finance and budgeting purposes. • Develop a rolling forecast approach and support the establishment of a quarterly finance committee with SLT to support the effective allocation of available resources. • Lead the preparation and review of annual corporate budgets, and other budgetary analysis and financial forecasts, working in close liaison with Finance Manager and divisions. • Lead the full cost recovery (FCR) process and ensure that it matches with SPC's evolving needs and its application throughout the organisation. • Review of proposed project budgets to ensure compliance with SPC business processes, project budget template and guidelines. <p>b) Analyses</p> <ul style="list-style-type: none"> • Variances vs. budgets are monitored and main stakeholders are informed. 	<ul style="list-style-type: none"> • Budgets are done accurately and on time. • Project budgets submitted are in line with SPC guidelines and requirements. • SPC financial sustainability is ensured, and administration costs are appropriately funded. <ul style="list-style-type: none"> • Reports are accurate and delivered online.

<ul style="list-style-type: none"> • Monthly reporting and analyses are accurately prepared and shared with the organisation in a timely manner. • Accurate set of KPIs is developed and shared with divisions. • Support the Finance Director in determining the underlying financial strength of the organisation and to decide how to remedy deficiencies and mitigate financial risks. 	<ul style="list-style-type: none"> • Financial indicators are understood and monitored by the SLT and division finance leaders.
<p>4. Treasury and investment management</p> <p>a) Treasury</p> <ul style="list-style-type: none"> • Lead the management of treasury functions to effectively manage investments, foreign currency holdings, hedging and cash flows. • 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 Finance Director in the assessment of new investments, including for Facilities. • Develop funding plans. • Monitor SPC's assets (inventories, controls, procedures etc...). 	<ul style="list-style-type: none"> • Cash requirements are met, and unused cash appropriately invested; interest income targets monitored, achieved or exceeded. • Investments are done on a timely and effective manner without jeopardizing the SPC financial sustainability.
<p>5. Financial systems development and maintenance</p> <ul style="list-style-type: none"> • Support the PIIC Advisor, and under direction of the Finance Director <ul style="list-style-type: none"> - review the adequacy of current systems to meet expectations on an ongoing basis. - develop systems improvement plans as required. - develop appropriate working relationships with stakeholders such as ICT. - lead or contribute as required in any systems development enhancement work assigned by the Finance Director. 	<ul style="list-style-type: none"> • In so far as the responsibilities of the job-holder goes, the system changes are brought in as planned. • Staff are adequately trained in changes and processes.
<p>6. Other general</p> <ul style="list-style-type: none"> • Monitor, evaluate and report on environmental factors that impact corporate decision-making processes. • 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:

- Managing the team to ensure that while the daily work is done, we are always looking at where we can get both efficiency gains and increase the effectiveness of our work.
- Providing high quality advice and support to the finance director, including undertaking research and writing papers.
- Becoming a trusted business partner for all SPC divisions.
- Forward thinking on finance systems. Includes considering system and technological limitations, understanding business requirements, ensuring systems projects well managed.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none">• External – Members, donors, auditors, members of ARC, banks, and IT providers.	<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:

As per instrument of delegations and authorisations.

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">• Masters 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 12 years of experience in accounting or financial controlling.• Management role in an organisation with advanced accounting and management information systems.	<ul style="list-style-type: none">• Experience with IPSAS in a development organization.• Proficiency in written and spoken French.• Advanced excel skills.

<ul style="list-style-type: none"> • Sound experience in leading teams, affinity for teamwork, and taking the initiative. • 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 in Microsoft Dynamics NAV and Jet Reports.
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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. • A high level of interpersonal skills and cultural sensitivity. • Ability to deal with confidential information in a professional manner.
Advanced level	<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. • Very good oral and written communication skills. • SPC Regulations and Policies.
Working Knowledge	<ul style="list-style-type: none"> • Commitment to continuous improvement.

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.