



JOB DESCRIPTION

Job Title:	Finance team leader
Work Unit:	Climate Change and Environmental Sustainability (CCES) programme, Climate Change Flagship Programme
Location:	Noumea
Reporting to:	Matrix reporting: - CCES Flagship Coordinator and CCES Director (Direct reporting line) - Finance Planning & Analyses Manager, OMD (Dotted line)
Number of Direct Reports:	4
Purpose of Role:	The finance team leader ensures the sound financial administration and management for the Climate Change Flagship Programme ensuring all SPC procurement, travel and financial policies and guidelines are complied with and supporting documents are archived. The finance team leader supports the implementation of the shared services vision in the division which supports a new way of working through collaboration between central finance and divisions.
Date:	May 2023

Organizational Context and Organization Chart

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 member countries and territories. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience and agriculture.

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The **threat of climate change** demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a **Climate Change Flagship Programme (CCFP)**. **This flagship seeks to** enhance climate change services and capability in a more wholistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The **Climate Change and Environmental**

Sustainability Programme (CCES) is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing.

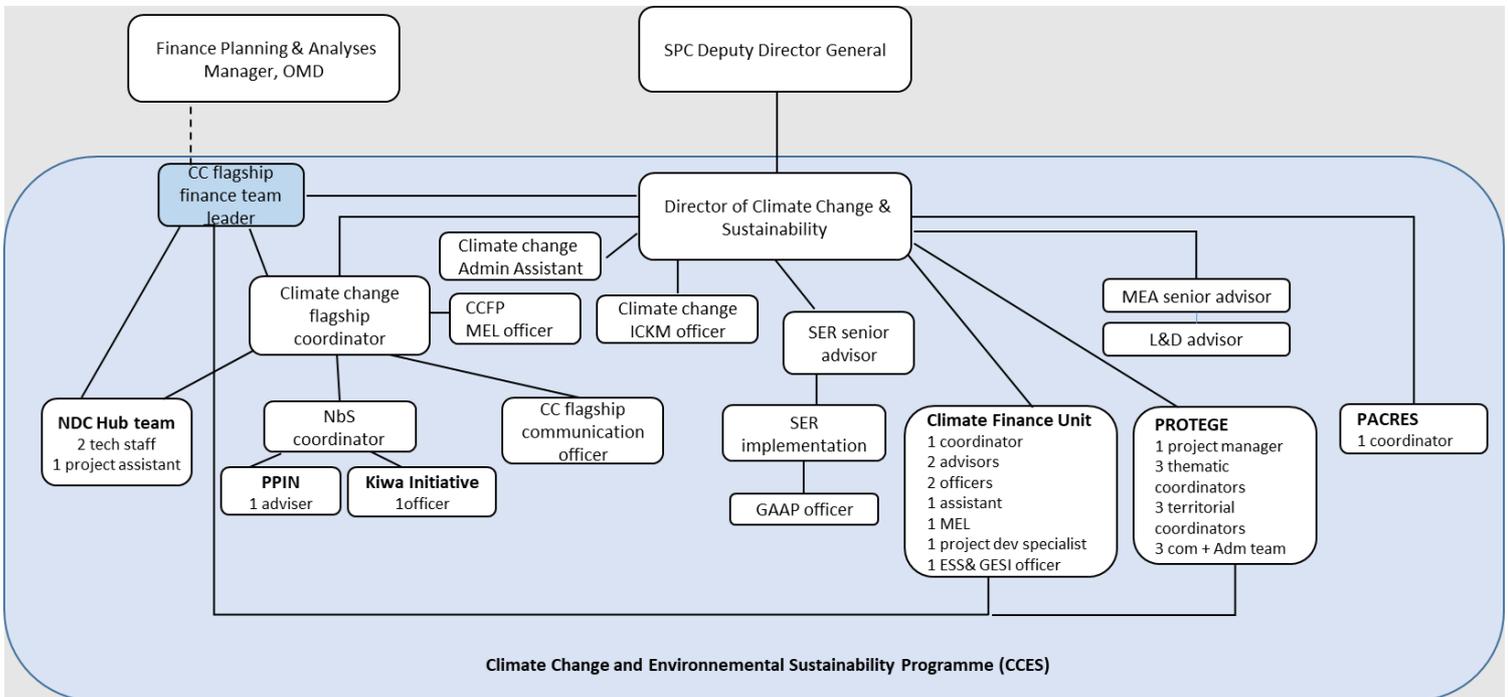
The CCFP will be informed by SPC’s Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.

The position of division Finance Team Leader is a key role in the provision of quality finance services to all SPC. The team leader is responsible for ensuring that the benefits and responsibilities related to the shared services way of working are established within the division. This will mean that the division will receive quality finance services while tapping into the broader shared services structure and offerings to ensure divisional programmes are adequately supported.

The shared services way of working encourages collaboration, consistency, and alignment, amongst all finance team members in SPC in the delivery of services. It aims to support program delivery through creating an enabling culture where best practices may be shared, and staff may be supported.

This role will provide finance team leader services to the CCFP and CCES division and is a key part of the divisional senior management team. The incumbent may be redeployed to other divisions from time to time as other needs arise.

Organizational chart of the finance team leader within CCES



Key Result Areas (KRAs):

The performance requirements of the Key Result Areas are broadly described below.

Jobholder is accountable for	Jobholder is successful when
KRA 1 – Shared Services in the division (10%)	
<ul style="list-style-type: none"> Lead the SPC Finance and Procurement shared services agenda within the division in close collaboration with the central finance team. Be responsible for the division’s uptake of the shared services work. This includes: <ul style="list-style-type: none"> Work-planning and deployment 	<ul style="list-style-type: none"> The shared services vision and agenda is successfully implemented throughout the division. Business and data requirements of Shared Services are documented and regularly updated.

<ul style="list-style-type: none"> ○ Knowledge sharing, process refinements / reviews and increasing collaboration ○ Time-charging ○ Conflict resolution and relationships ● Work closely with finance team leaders in other divisions, and in collaboration with the finance managers, to: <ul style="list-style-type: none"> ○ Understand and document the key business requirements of Shared Services in divisions. ○ Understand the capabilities of existing corporate systems and exploit these to meet the requirements of Shared Services in divisions. Lead or co-lead in designing systems requirements and support corporate development efforts. ○ Propose and design a data system and metrics for the collection, collation, reporting and interpretation of shared services data. This includes reporting tools that: <ul style="list-style-type: none"> ▪ Measure KPIs and SLAs ▪ Capture and encourage sharing, collaboration, knowledge gathering and learning. ▪ Manage and forecast workforce needs. 	<ul style="list-style-type: none"> ● Existing business systems are used to meet Shared Services requirements. New business systems are proposed if necessary. ● Key reports and metric analyses are produced for Shared services.
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KRA 2 - Financial planning, monitoring and reporting for Climate change flagship programme (40%)

<ul style="list-style-type: none"> ● Under the guidance of the Director of Climate Change & Sustainability and CCFP coordinator, lead in all aspects of financial management in the division, including budgeting and forecasting, monitoring of project executions, pipeline projects, financial analysis and reporting. The budgeting process might include the development of costed workplans and contain integrated programming considerations. Reporting would include monthly budget versus actuals for the division management team and reporting to donors. Use Power BI in an effective way for high level financial reporting. ● Support audit exercises or due diligence probes led by finance in central, donors, partner organisations or internal auditors where required ensuring maximum level of compliance. Have document management systems and processes in place to always ensure audit readiness. ● Ensure financial accounting systems for projects and operations are maintained, including but not limited to, cash management, project payables and receivables including grants. 	<ul style="list-style-type: none"> ● The division annual corporate budget process is well managed. Inputs are provided to the finance team in central in a timely manner. The budget accurately reflects the financial outlook for the division. ● High performing budget and report tracking tools are employed to give visibility to results. ● Project workplans are appropriately costed ● Project pipeline is kept up to date ● All audit exercises involving the division occur without incident, documentation is easy to retrieve. ● All cash management, project payables and receivables are accurately reflected in the ledger.
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KRA 3 - Divisional, project and programme financial administration support (20%)

<ul style="list-style-type: none"> ● Provide appropriate coordinated support to divisional staff, working across programme areas on donor requirements in programme planning, delivery and financial administration of all donor-funded projects. Support technical staff with financial and economic modelling for projects (e.g. cost-benefit analysis) where possible and appropriate. This includes in-country staff. 	<ul style="list-style-type: none"> ● Finance staff in division, both core and project funded, feel supported with adequate resources in all financial areas of work, including with specialist support in financial and economic modelling. ● Finance staff in division, both core and project funded, perform consistently
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<ul style="list-style-type: none"> • Liaise with project team leaders, development partners and donors to ensure project or division administration staff maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements. • Liaise with development and implementing partners at planning stage on financial agreements to ensure they meet all SPC financial requirements with supporting documentation. • Facilitate capacity building programmes for project focal points and beneficiaries on SPC finance and procurement policy requirements and processes, in line with Shared Services programmes such as the peer review programme and centre of excellence. 	<p>in relation to donor requirements and development partner expectations.</p> <ul style="list-style-type: none"> • SPC’s financial compliance requirements are understood and accepted by donors and development partners at proposal or negotiation stages of project development. • Finance and administration staff in division, both core and project funded, are given adequate training in SPC’s policies and guidelines, and participate in any relevant Shared Services programme that encourages knowledge transfer and best practice.
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KRA 4 - Compliance, risk management and business processes (10%)

<ul style="list-style-type: none"> • Maintain the division’s project finance information, within Navision and other systems. • Oversee and ensure appropriate systems and internal controls are implemented. Collaborate with internal stakeholders where instances of internal control weaknesses are found in order to strengthen these. Lead in coordinating action on audit issues pertaining to the division. • Lead finance’s input to the division’s risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan. • Lead in the division’s review and implementation of applicable SPC finance policies, as required, including ensuring compliance of the requirements of the policies in the division. 	<ul style="list-style-type: none"> • Recommendations from internal and external audit reports to strengthen internal controls are implemented in a timely manner. • Divisional programme leaders and directors are kept well informed of emerging financial risks to the workplan and provided with advice. • SPC wide policy, guidelines and process reviews consider the division’s perspective on issues. • Division finance, administration and project staff are well aware of their responsibilities so far as the finance policies are concerned.
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KRA 5 - Procurement and Grant services (10%)

<ul style="list-style-type: none"> • Ensure all procurement and grant processes undertaken by the division are in line with SPC and donor policies and procedures. Work closely with the procurement team to ensure this occurs. • Work with the procurement team to facilitate the preparation and monitoring of the Division’s annual procurement plan. Support the corporate SPC annual procurement planning process as required. • Monitor key databases and workflows for all procurement and grant activities to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow-up action. • Work with the procurement office to monitor all procurement and grant actions, including the execution of contracts within the division. Take remedial action where practices are not in accordance with SPC policies and guidelines. 	<ul style="list-style-type: none"> • Procurement processes run smoothly and are accurately reported with supporting documents, contracts comply with procurement policy and are monitored as per terms of reference. • Annual Procurement Plan completed at required standard. • Working with Procurement Office to ensure timely procurement briefings and appropriate training is provided to staff in division. • Documentation for submission to Procurement Committee finalised on time and Procurement Committee meetings supported. • Contracts for consultants are managed well for timely delivery of service to the stakeholders. • Assistance is provided in the preparation of draft LOAs and MOUs
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	with development partners and national stakeholder.
KRA 6 - People management (10%)	
<ul style="list-style-type: none"> • Creating a team environment that fosters and develops effective working relationships and high performance. • Manage staff performance and support training and development. • Conduct fair, consistent, timely performance planning and review meetings and encourage open communication to discuss performance. • Monitor the performance and workloads of staff members to ensure objectives are met. • Supports the health and safety and well-being of employees in the way they manage and monitor the team. 	<ul style="list-style-type: none"> • Mentoring, coaching and guidance is provided to staff on a timely basis. • Financial training on all areas of divisional finance work is provided to staff to ensure compliance with SPC procedures. • Ensures corporate requirements are met individually and as a team including the performance planning and assessment cycle. • Performance issues are addressed in a timely manner. • Health and safety risks, issues and hazards are reported and addressed.

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

Most Challenging Duties Typically Undertaken (Complexity):

The most challenging duties typically undertaken include:

- Managing financial records to the requirements of SPC and donors, ensuring all supporting documentation is collected and archived, with annual financial reports provided to the Financial Officer.
- Alert programme staff and managers to the current status of the CCFP budget, and where areas are under or overspent, so action can be taken immediately.
- Ensure good outcomes from all audits of the CCFP.
- Organise and prioritise the handling of all administrative tasks and ensure that all CCFP staff are providing documentation as required by SPC.
- Being the Shared Services champion in the division when this way of working is still new.
- Providing strong financial management leadership in an uncertain financial environment.
- Managing different stakeholder needs and expectations in a changing environment.
- Managing dual or matrix reporting line relationships.
- Actively cultivating and working closely with other finance team leaders horizontally.
- Supporting a diverse group of divisional finance, administration, and procurement staff to work together towards attaining the Shared Services vision.
- Promoting the new Shared Services way of working in a traditionally siloed organisation.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: <ul style="list-style-type: none"> • donors representatives and auditors • CCFP partners including Regional agencies • Consultants • Office equipment suppliers • Grantees • Member countries 	<ul style="list-style-type: none"> • Liaising, gaining cooperation, reporting, • Assisting, advising • Discuss policies, processes • Understand expectations • Obtain advise • Provide reporting and information
Internal: <ul style="list-style-type: none"> • the Director of Climate Change & Sustainability and CCFP coordinator, other staff in CCES including PAs • Staff from other OMD sections, finance, Human resources, publications, registry etc. 	<ul style="list-style-type: none"> • Liaising, justifying, collaborating and clarifying • Discuss issues, resolve issues / conflicts. • Obtain direction and support. • Obtain advise and provide advice.

<ul style="list-style-type: none"> • Finance, Procurement Managers • Shared Services Manager 	<ul style="list-style-type: none"> • Facilitate collaboration and sharing
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Level of Delegation:

The position holder:

- Overall budget managed by the role: Approximately €7.5m per annum based on 2023 budget.
- Budget sign off authority without requiring approval from direct supervisor: Nil

Personal 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, finance or business administration, with an information technology major or minor. 	<ul style="list-style-type: none"> • Master’s in business administration. • Professional accounting body CPA membership • Technical certification in business analysis or business data analysis fields.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years’ experience and demonstrated competence in same field with 5 years in leadership role. This includes project management or administration experience with major donors. • Sound collaboration and team working skills • Strong analytical ability and demonstrated ability to achieve efficiencies. • Demonstrated competency with business and data analysis design and reporting. • Fluency in English. 	<ul style="list-style-type: none"> • Experience in the Pacific Islands region. • Demonstrated experience in working with international or regional organisations. • Experience in economic modelling (e.g. cost-benefit modelling) for development projects. • Experience in strategic valuation tools and frameworks for intangible assets in a natural resource management context. • Demonstrated knowledge of Power BI, SharePoint and related apps. • Fluency in French.

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"> • Financial management and analytical skills, especially in budgeting and monitoring. • Devise business and business data systems for data collection and reporting. • Recognise trends and assess against risks
Advanced level	<ul style="list-style-type: none"> • High level dashboard quality reporting to divisional management • Problem solving • Collaboration and managing relationships interpersonal skills and cultural sensitivity to be able to work with a range of personalities • Communication • Business partnering and Shared Services agenda • Procurement and grant policies and processes
Working knowledge	<ul style="list-style-type: none"> • CCES work programme, its goals, objectives and strategies • Finance and accounting systems (Navision) • SPC governance and policy framework • Divisional business plan and planning process • Understanding of donor specific requirements.

Awareness	<ul style="list-style-type: none"> • SPC strategic plan • International Public Sector Accounting Standards (IPSAS) • Written and oral communication skills in English and French • Work experience in Pacific Island countries
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Key Behaviours

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

- Teamwork
- Interpersonal Skills
- Change and Innovation
- Judgement
- Promoting Equity and Equality

Personal Attributes

- Excellent analytical skills
- Skills in problem identification and resolution
- Ability to meet deadlines
- Proactive and high initiative
- Able to handle high pressure, high workload environments
- Ability to work across different stakeholder environments and apply different capabilities to situations

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 the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.