



JOB DESCRIPTION

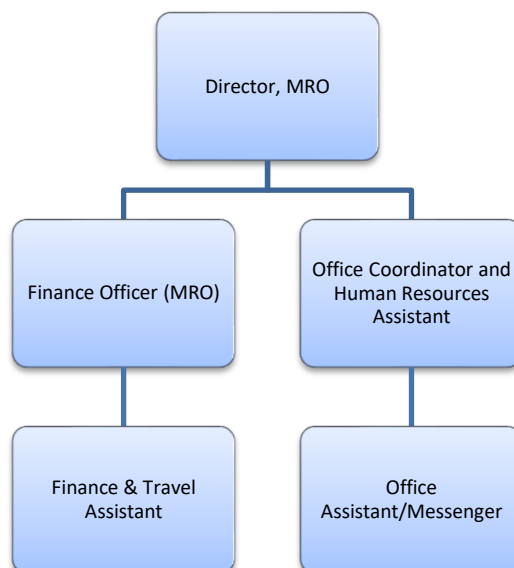
Job Title:	Finance Officer, MRO
Division/Programme and Section/Project (if any):	Micronesia Regional Office (MRO) Operations and Management Directorate (OMD)
Location:	Pohnpei, Federated States of Micronesia
Reporting to:	Matrix Reporting: Regional Director MRO (Direct reporting line) Finance Manager, OMD (Dotted line)
Number of Direct Reports:	1
Purpose of Role:	The Finance Officer is overall responsible for the provision of financial services to the Regional Office's activities and the technical divisions' programs and projects housed within the Regional Office.
Date:	November 2024

Organizational Context and Organisation Chart

The position of Finance Officer MRO is a key role in the provision of quality finance services to all SPC.

This role will provide financial advice and services to Micronesia Regional Office and is a key part of the office senior management team. The MRO houses large technical projects and programmes and also processes US Dollar payments for technical divisions which account for over 90% of the transactions facilitated by the office. This role serves to facilitate financial functions for all of SPC including technical divisions working in the countries of the Micronesia region and looking at these activities through a remote office lens.

The Micronesia Regional Office (MRO) situated in Kolonia, Pohnpei, Federated States of Micronesia (FSM), is the main hub for SPC's projects and partnerships with the Micronesian members of Federated States of Micronesia, Marshall Islands (RMI), Palau, Kiribati, Nauru, and the territories of the Northern Mariana Islands (CNMI), and Guam. The MRO was established in 2006.



Key Result Areas (KRAs)

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

- KRA 1:** Financial administration
- KRA 2:** Compliance, risk management and business processes
- KRA 3:** Procurement and grant services
- KRA 4:** Coordination and office administration

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

Jobholder is accountable for	Jobholder is successful when
KRA 1 - Financial administration	
<ul style="list-style-type: none"> • Provide project financial management services for core and MRO based projects, including the following: <ul style="list-style-type: none"> ○ Regional office budget preparation in consultation with the director. ○ Funding disbursements to regional office in accordance with project agreements ○ Perform detail expenditure reviews to ensure accuracy and completeness. ○ Perform periodic SPC and donor reporting and analyses. ○ Financial inputs into operational work-planning. • Provide general financial administration services, including the following: <ul style="list-style-type: none"> ○ Maintain adequate cash balances for operational requirements. ○ Inform on financial requirements of local banks and major service providers to SPC staff outside of regional office. ○ Coordination of cash requirements for meeting/workshop participants 	<ul style="list-style-type: none"> • The Regional Office 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 Regional Office. • Transactions in the job ledger are complete and accurately recorded. • High performing budget and report tracking tools are employed to give visibility to results. • Quality advise is provided to the director and project managers/coordinators on budget variations and project execution rates, in order to bring these into acceptable levels. • All audit exercises involving the Regional Office occur without incident, documentation is easy to retrieve. • Finance staff in Regional Office, both core and project funded, perform consistently in relation to donor requirements and development partner expectations. • Adequate cash balances are maintained to support the regional office operations.

<ul style="list-style-type: none"> ○ Facilitation of timely acquittals of cash advances. ○ Oversee travel function. ● Support audit exercises or due diligence probes led by central finance, donors, partner organisations or internal auditors where required ensuring maximum level of compliance. ● Support the provision of information to ensure SPC meets its local regulatory requirements in relation to tax and other matters. ● Support the SPC finance shared services agenda, which include knowledge sharing, process refinements/reviews and increasing collaboration amongst finance staff. 	<ul style="list-style-type: none"> ● Staff are supported in logistics and cash requirements during workshops help in the region. ● Finance and administration staff in Regional Office, 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. ● Participates in shared service programs and activities, including training and knowledge sharing.
<p>KRA 2 - Compliance, risk management and business processes</p>	
<ul style="list-style-type: none"> ● Maintain the accuracy of the Regional Office’s project finance information within Navision and other systems. ● Support the implementation of appropriate systems and internal controls within the regional office. Collaborate with internal stakeholders where instances of internal control weaknesses are found to strengthen these. ● Coordinate action on audit issues pertaining to the Regional Office. ● Provide finance’s input to the Regional Office’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. ● Coordinate the Regional Office’s review and implementation of applicable SPC finance policies, as required, including ensuring policy compliance in the Regional Office. 	<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 regional 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 Regional Office’s perspective on issues. ● Regional office finance, administration and project staff are well aware of their responsibilities so far as the finance policies are concerned. ● SPC’s financial compliance requirements are understood and accepted by donors and development partners at proposal or negotiation stages of project development.
<p>KRA 3 - Procurement and grant services</p>	
<ul style="list-style-type: none"> ● Ensure all procurement and grant processes undertaken by the Regional Office are in line with SPC and applicable donor policies and procedures where applicable ● Provide procurement and granting assistance to programmes and projects based in the MRO where required. ● Facilitate the preparation and monitoring of the Regional Office’s annual procurement plan. Support the corporate SPC annual procurement planning process as required for core and projects managed directly by MRO. ● 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 the Regional Office. ● 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.
<p>KRA 4 – Coordination and office administration</p>	

<ul style="list-style-type: none"> • Assist in the coordination and organisation of technical project and core meetings, conferences and activities managed by MRO • Coordinate operational support and orientation for all new staff members and consultants. • Maintain an efficient information and record's management system for the Regional Office, especially documentation supporting financial transactions for audit readiness. • Ensure office operations are well managed and all facility issues at the Regional Office are resolved in liaison with appropriate resources. • Monitor the performance and workload of subordinate, including fostering a positive team environment. Ensure the team member feels supported in their role. 	<ul style="list-style-type: none"> • Timely and quality professional senior support to Director – system leader role • Events are well coordinated and successfully done in line with the SPC's policies. • Tasks allocated are completed in a timely manner and of high quality. • Efficiently maintained the information system to record documentation. • A positive working relationship exists with the direct subordinate and others in the wider team. • The direct subordinate has the necessary tools and resources to perform their role.
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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)

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Providing strong financial management advice 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 staff horizontally. • Supporting a diverse group of Regional Office finance, administration, and procurement staff to work together towards attaining the Shared Services vision. • Promoting the 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. • Consultants and vendors. • Grantees. • Member countries. • Auditors. • Regional agencies. 	<ul style="list-style-type: none"> • Discuss policies, processes. • Understand expectations. • Obtain advice. • Provide reporting and information.
Internal	
<ul style="list-style-type: none"> • Regional Office director and senior staff. • Regional Office administrative staff and PAs. • All technical division staff based within the Micronesia Region (at the Regional Office and remote staff located in member states within the region). • Technical division staff across all SPC. • Finance Manager. • Procurement Managers. 	<ul style="list-style-type: none"> • Discuss issues, resolve issues / conflicts. • Obtain direction and support. • Obtain advise and provide advice. • Facilitate collaboration and sharing,

Level of Delegation

Routine budget expenditure: – 0 EUR

Budget sign off authority without requiring approval from direct supervisor: 0 EUR

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, business administration or public administration or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> Professional accounting body CPA membership.

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> At least 5 years' experience and demonstrated competence in same field. Demonstrated experience in the use of financial management information systems (FMIS). Experience in coordination and delivery of financial services to large projects with multiple donor and agency/division participation. Excellent working knowledge in Microsoft Office tools specifically Excel. Ability to work under minimal supervision. Fluency in English. 	<ul style="list-style-type: none"> Experience in the Pacific Islands region. Experience working with international or regional organisations. Experience in Navision. 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. Aptitude for the provision of high-quality service with a high sense of precision.
Advanced level	<ul style="list-style-type: none"> High level dashboard quality reporting to regional director. Problem solving. Collaboration and managing relationships. Communication. Procurement and grant policies and processes .
Working Knowledge	<ul style="list-style-type: none"> Finance and accounting systems (Navision). SPC governance and policy framework. Regional office business plan and planning process.

	<ul style="list-style-type: none"> • Understanding of donor specific requirements.
Awareness	<ul style="list-style-type: none"> • SPC strategic plan. • International Public Sector Accounting Standards (IPSAS).

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

- 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.