



JOB DESCRIPTION

Job Title:	Finance Officer
Division/Programme and Section/Project (if any):	Climate Change and Sustainability Division (CCES), Denmark's support to the Pacific Community (SPC) on Loss & Damage in Pacific Small Island Developing States (PSIDS)
Location:	Noumea
Reporting to:	<i>Matrix Reporting: Loss and Damage Funding Coordinator – Danish Funds (Direct reporting line) Finance Team Leader, CCES (Dotted line)</i>
Number of Direct Reports:	N/A
Purpose of Role:	<i>The Finance Officer will be responsible for the effective implementation and monitoring of internal accounting functions in accordance with the relevant accounting principles and standards within the CCES Division. The incumbent will ensure the completion of project and donor reporting for the Loss & Damage project and will oversee and manage audit functions both internally and externally.</i>
Date:	<i>July 2024</i>

Organisational Context and Organisation 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 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food 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 Sustainability Division** (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 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.

About the Role

The position of Loss & Damage Finance Officer works under the supervision of the Loss & Damage Funding Coordinator (based in Noumea, New Caledonia) and works in close collaboration with the CCES Finance Team Leader. The Finance Officer will be responsible for the effective implementation of internal accounting functions in accordance with relevant accounting principles and standards within the CCES Division. The incumbent will ensure the completion of assigned project and donor reporting and will oversee and manage audit functions both internally and externally.

The key responsibilities of the role include:

Financial Planning, Monitoring and Reporting

- Provide support to the Loss and Damage Funding Coordinator and to the CCES Finance Team Leader with the development of annual budgets and allocation of available resources through project management processes.
- Support Loss and Damage Project in all aspects of financial management including financial reporting, acquittal reviews, forecasting, monitoring of project executions, pipeline and financial analysis, ensuring all are in line with SPC and donor requirements; cash management; project payables and receivable.
- Ensure integrity and accuracy of financial data in the financial system, including but not limited to cash management, project payables and receivables.

Project Financial Management Administration Support

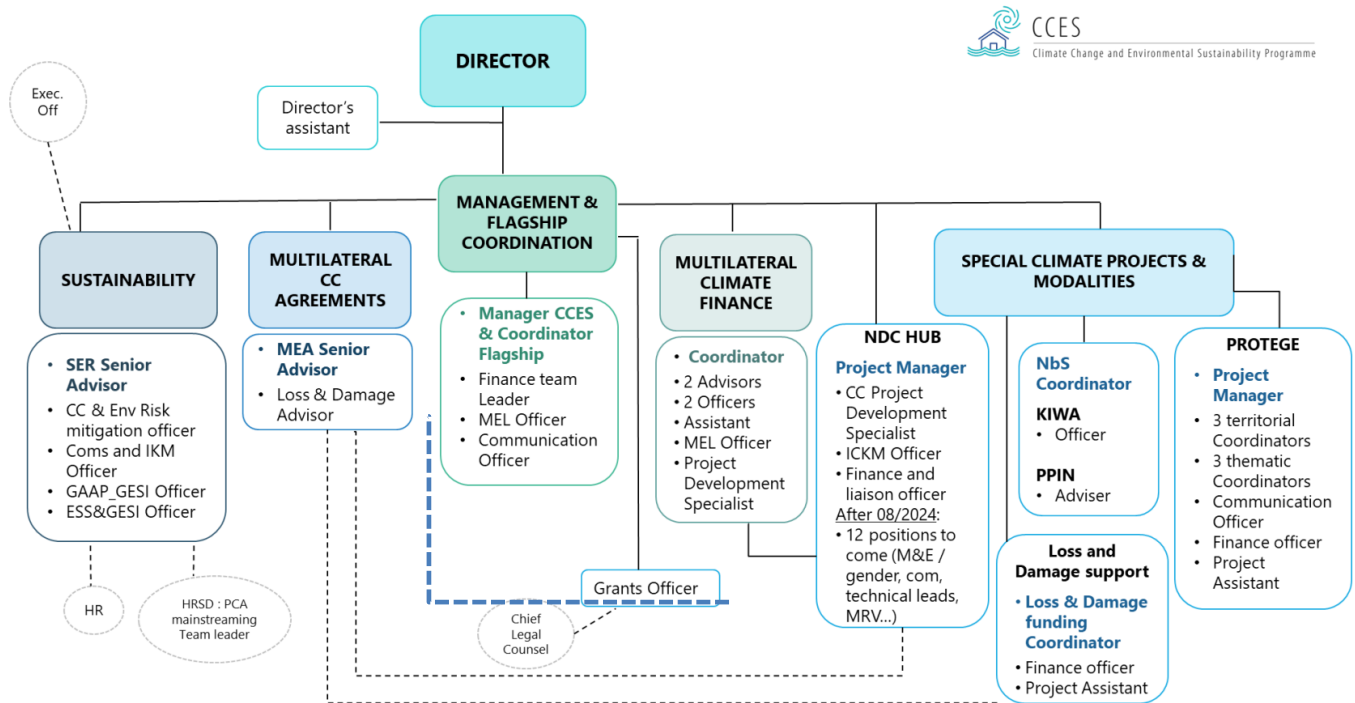
- Provide appropriate coordinated support to project staff on donor requirements in planning, delivery and financial administration.
- Liaise with teal leaders, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with the signed funding agreement.
- Work with the Procurement and Finance office to provide support to the Project manager in resolving Procurement and Finance and contract management issues.

Compliance, Risk Management and Business Process

- Maintain the accuracy of the project finance information within Navision and other systems.
- Support the Project Manager in forecasting potential financial risks and delays in business processes.

Procurement, Grant and Administration Services

- Support the monitoring of procurement and grant actions undertaken and ensure they are in line with SPC and donor policies and procedures.
- Support the preparation and monitoring of the project's annual procurement plan.
- Provide advance to the Project Manager should there be variances.
- Assist with monitoring all procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information.



Key Result Areas (KRAs):

The position of ICT Administrative Assistant encompasses the following major functions or Key Result Areas:

1. Financial Planning, Monitoring and Reporting (40%)
2. Project Financial Management Administration Support (30%)
3. Compliance, Risk Management and Business Process (15%)
4. Procurement, Grant and Administration Services (15%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Financial Planning, Monitoring and Reporting</p> <ul style="list-style-type: none"> • Provide support to the Project Manager and the Divisional Finance Team Leader with the development of annual budgets and allocation of available resources through project management processes. • Support the Project Manager in all aspects of financial management of the project including: 	<ul style="list-style-type: none"> • Timely and accurate submission of regular financial progress and project financial reports in accordance with donor requirement and to internal stakeholders. • Regular review meetings are held with the Finance Team Leader to ensure project funds are managed effectively and efficiently. • Annual project budgets are finalized and loaded in the financial system.

<ul style="list-style-type: none"> ○ Financial reporting ○ Acquittal reviews ○ Forecasting, monitoring of project executions, pipeline, and financial analysis, ensuring all are in line with SPC and donor requirements ○ Cash management ○ Project payables and receivable ● Ensure integrity and accuracy of financial data in the financial system ● Designing and implementing financial monitoring and reporting tools across all income and expenditure streams to meet SPC and donor audit requirements ● Support all internal and external financial compliance audit exercises and ensure maximum level of compliance ● Monitor service delivery and customer responsiveness ● Ensure systematic filing of all financial and procurement documents 	<ul style="list-style-type: none"> ● Clean project financial audits or other divisional external and internal audits and report on internal control issues/new considerations where required ● Regular meetings with Project Manager and Finance Team Leader are held to monitor activity performance ● Cash flow monitored and invoices dispatched to donor in a timely manner ● Timely, quality and relevant advice provided for: <ul style="list-style-type: none"> ○ Financial and procurement planning ○ Financial strategies ○ Financial management, procurement policy and procedures
<p>KRA 2: Project Financial Management Administration Support</p> <ul style="list-style-type: none"> ● Provide appropriate coordinated support to project staff on donor requirements in planning, delivery and financial administration ● Liaise with project manager and donors to maintain reporting schedules, finance acquittals and arrange for timely disbursements in accordance with signed funding agreements ● Work with the Procurement and Finance office to provide support to the Project Manager in resolving Procurement and Finance and contract management issues 	<ul style="list-style-type: none"> ● Accurate financial advice and information are provided to the project team to facilitate decision making ● Financial acquittal processes working well ● Quality advice (financial and procurement) provided to the project team in the preparation of project financial reports and on policies concerning accounting, financial controls, risk management and procurement guidance and compliance ● Support the execution of procurement and finance actions and address any divisional issues
<p>KRA 3: Compliance, Risk Management and Business Process</p> <ul style="list-style-type: none"> ● Support the Project Manager and Finance Team Leader in the implementation of appropriate system and internal controls within the CCES Division. ● Maintain the accuracy of the project finance information, within Navision and other systems ● Provide support for the review and implementation of applicable SPC policies as required, including ensuring compliance of the requirements of the policies in the division and taking remedial actions where needed 	<ul style="list-style-type: none"> ● Maintaining appropriate reports and system for financial tracking to ensure accurate financial information is reflected in systems ● All reconciliations done accurately and in a timely manner ● Meetings held with key management staff in the division and financial and compliance risk matters discussed and addressed where required
<p>KRA 4: Procurement, Grant and Administration Services</p> <ul style="list-style-type: none"> ● Support the Project Manager with monitoring of procurement and grant actions undertaken and ensure they are in 	<ul style="list-style-type: none"> ● All procurement actions for the project are compliance with SPC and/or donor policies and guidelines ● Procurement & Grants processes run smoothly and delays minimized

<p>line with SPC and donor policies and procedures</p> <ul style="list-style-type: none"> • Support the preparation and monitoring of the project annual procurement plan. • Provide advice to Project Manager should there be large variances. • Assist with the monitoring of all procurement and grant actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information and to allow effective follow-up action • Provide support with the clearance of grant acquittals 	<ul style="list-style-type: none"> • Project procurement plan and annual budget is aligned and connections between the two processes and documents are clear. • Assistance is provided in the preparation of draft LOWs and MOUs with development partners and national stakeholder • Continuous high-quality services are provided in a timely manner
---	---

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):

<ul style="list-style-type: none"> • Continuously ensure that the project is implemented in a manner that adheres to international best practices, SPC policies, EU/Danish funding rules, requirements, and reporting standards • Project team is supported with timely information such as budget forecasting • Advice on potential upcoming risks, opportunities for efficiency and recommendations on procurement timelines to ensure effective project execution

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Bank officers • External Auditors 	<ul style="list-style-type: none"> • Provide information • Respond to auditors enquiries • Liaise with financial institutions as needed
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Loss & Damage Team (CCES) • CCES Financial Team Leader • All SPC Staff • OMD staff 	<ul style="list-style-type: none"> • Provide information • Advise staff • Liaise with administrative staff

Level of Delegation:

Overall budget managed by the role: 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 and financial management and/or public administration. 	<ul style="list-style-type: none"> Experience working on EU-funded projects.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 7 years of professional experience and competence in financial reporting, compliance and business processes for donor funded projects. Experience in project management, reporting writing. Experience in the preparation of budgets and monitoring of cash flows. 	<ul style="list-style-type: none"> Strong understanding and experience in the use of computerized accounting systems, preferably Navision. Experience with reporting requirements in multi-currency donor projects.

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"> Fluency in written and spoken English Strong PC based computer skills, preferably with Microsoft Programmes
Advanced level	<ul style="list-style-type: none"> Ability to analyze and assess financial conditions, analyze systems and recommend improvements Demonstrated ability to take initiative and work without supervision Ability to work as part of a team, with a high level of interpersonal skills Flexible approach and demonstrated ability to meet deadlines Aptitude for the provision of high quality service Analytical and problem solving skills
Working knowledge	<ul style="list-style-type: none"> Accounting practices Financial systems software Corporate policies International and local banking systems Relevant financial regulations Currency values/exchange operations
Awareness	<ul style="list-style-type: none"> SPC Regulations and Policies Cultural sensitivities and communication protocols across diverse regions and countries. The importance of gender equality, social inclusion and human rights in climate change. Demonstrated capacity to work in a team of people with different technical skills and from different cultural backgrounds.

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
- Effective Communications & Relationships
- Commitment / Accountability

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

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.