



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Finance Officer
<b>Division/Programme and Section/Project (if any):</b>	Climate Finance Unit, Climate Change and Environmental Sustainability
<b>Location:</b>	Noumea, New Caledonia
<b>Reporting to:</b>	Coordinator: Climate Finance (Direct reporting) CCES Finance Team Leader (Matrix reporting)
<b>Number of Direct Reports:</b>	1
<b>Purpose of Role:</b>	The Senior Finance is responsible for overall provision of financial services to and advice on CFU activities and the PMUs of climate finance projects and programmes overseen by CFU. This includes financial management and monitoring of projects directly implemented by CFU, oversight of sound financial management of externally executed projects, specialist advice on financial management and ensuring compliance with SPC policies and development partner requirements, as well as managing and mentoring finance and administration staff in CFU and project PMUs.
<b>Date:</b>	October 2024

### Organizational Context and Organization Chart

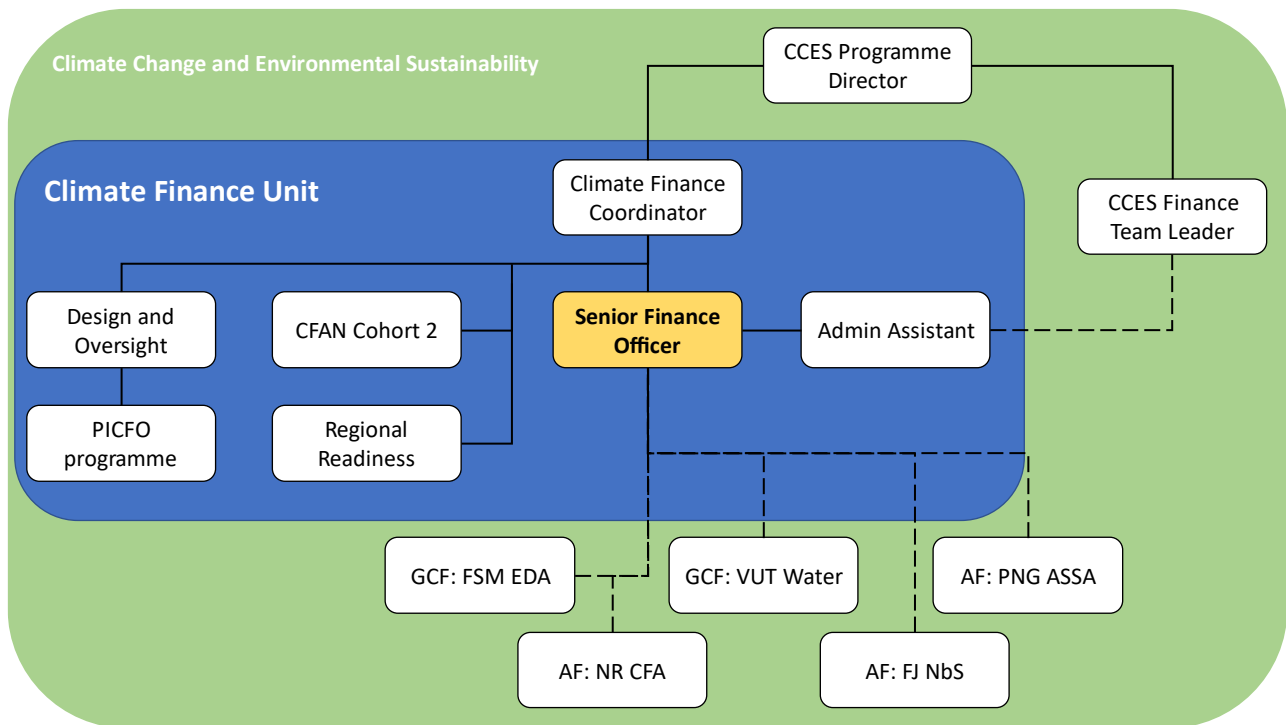
The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Climate Change and Environmental Sustainability division (CCES) strengthens and streamlines SPC's actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and sustainability, works with SPC's regional and international partners and promotes the integration of these issues into all development activities conducted by its divisions. In addition to this integration function, CCES also houses SPC's capability in leveraging climate finance through a range of sources including the large multilateral climate funds like the Green Climate Fund (GCF) and Adaptation Fund (AF). This is managed through our Accredited Entity function to the GCF and AF through the Climate Finance Unit (CFU).

The Senior Finance Officer will provide effective technical and financial services and advice to the CFU as well as the staff of Project Management Units (PMUs) of climate change projects and programmes overseen by CFU in its function as Accredited Entity. This includes oversight of sound financial management of such projects as well as providing specialist advice on financial management and ensuring compliance with SPC policies and development partner requirements, monitoring of projects implemented by SPC divisions and

liaison with implementing and financial partners for CFU. It should also include effective management of funds supporting CFU (core, programmatic or project) and related capabilities within SPC. The Senior Finance Officer will furthermore be responsible for management, mentoring and coaching of finance and administration staff within the CFU as well as within PMUs of projects under implementation.

In addition to the detail requirements of this position as laid out in the Key Result Areas, the incumbent performing this role will become part of the Finance Pool. The pool is a grouping of finance staff across SPC whose roles may be transferrable depending upon the needs of the organisation, individual capabilities, and personal aspirations. The pool is the means through which workforce planning for all finance services will be developed. This is the second phase of the ongoing shared services project, which aims to bring about connected finance service delivery throughout SPC.



**Key Result Areas (KRAs):**

Under the supervision of the Climate Finance Coordinator and in collaboration with the CCES Finance Team Leader, the role of the Senior Finance Officer encompasses the following Key Result Areas (KRAs):

- KRA#1 Financial planning, monitoring, and reporting (25%)
- KRA#2 Compliance, risk management, business processes and financial management (35%)
- KRA#3 SPC project activity implementation (20%)
- KRA#4 Coordination, partnerships and capacity building (10%)
- KRA#5 People management and mentoring (10%)

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1 Financial planning, monitoring, and reporting (25%)</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of the CCES Finance Team Leader, support the CFU Coordinator in monitoring and reporting on the CFU portfolio including forecasting, pipeline analysis and monthly / quarterly / annual reconciliations.</li> </ul>	<ul style="list-style-type: none"> <li>• Funds under CFU’s responsibility are managed effectively and efficiently</li> <li>• Annual budgets are finalised and loaded in the financial system within given timelines.</li> <li>• Accurate financial information is provided to CFU and PMUs to facilitate planning and decision-making.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain integrity and accuracy of financial data in the financial system within Navision and other systems.</li> <li>• Support all aspects of financial management of the CFU portfolio through integrated programming, business planning and project management processes.</li> <li>• Work with CFU staff and project PMUs to ensure that costing strategies across the CFU portfolio are updated and accurate.</li> <li>• Review grant acquittals received from PMU finance officer's for SPC posting, process journals and prepare donor reports as per donor requirements.</li> <li>• Support financial monitoring and reporting across climate finance projects to meet with SPC and donor requirements.</li> <li>• Liaise with PMUs, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.</li> <li>• Monitor grants, letters of agreement, consultancy contracts and other recipients of financial flows within the CFU portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate submission of regular financial progress and budget reports in accordance with donor requirements</li> <li>• SPC appropriately represented in consultations with financial partners, including members, donors, auditors, public officials and PMUs</li> <li>• Financial acquittal processes working well within CFU as well as within PMUs.</li> <li>• Quality financial advice provided to CFU staff and PMUs including preparation of budgets and workplans, project financial reports, and on policies concerning accounting, financial controls, risk management and compliance</li> <li>• Timely advice provided concerning operational and project financial and procurement targets</li> <li>• Information systems and documentation records efficiently and effectively maintained</li> </ul>
<p><b>KRA#2 Compliance, risk management, business processes and financial management (35%)</b></p> <ul style="list-style-type: none"> <li>• Support the implementation of appropriate systems and internal controls across the CFU portfolio.</li> <li>• Lead in the management of corporate financial risks to SPC within the CFU portfolio. This includes undertaking the following tasks in relation to grant and business risk with regard to PMUs and the finance officers in PMUs <ul style="list-style-type: none"> <li>○ Ensure they understand their obligations regarding the grants they are responsible for and the risk associated. Provide training as required.</li> <li>○ Take effective steps to identify risk, counter risk and mitigate risk.</li> <li>○ Identify and report to the CFU Coordinator in a timely manner, with practical and high-level recommendations on actions.</li> </ul> </li> <li>• Maintain the accuracy of financial information across SPC's climate finance portfolio within Navision and other systems, liaising with PMUs to ensure compliance with donor requirements under relevant grant agreements.</li> <li>• Provide support for the review and implementation of SPC policies as required, including ensuring compliance of the requirements of CFU donors and taking remedial actions where needed.</li> <li>• Provide support to CFU staff and implementing partners on donor requirements in programme</li> </ul>	<ul style="list-style-type: none"> <li>• Timely posting of transactions and reconciliations of all required ledger balances.</li> <li>• Clean external and internal audits and reports.</li> <li>• Internal controls implemented across SPC's climate finance portfolio to reduce adverse audit findings.</li> <li>• Financial and compliance risks addressed in collaboration with key staff in SPC and PMUs.</li> <li>• SPC's policies on financial management remain compliant with donor requirements.</li> <li>• Information and records management systems operate effectively and efficiently.</li> <li>• Financial aspects of SPC's accreditation remain up-to-date and reflect SPC's role as accredited entity within the Pacific context.</li> </ul>

<p>planning, delivery and financial administration across SPC's climate finance portfolio.</p> <ul style="list-style-type: none"> <li>• Collaborate with internal and external stakeholders and PMUs where instances of internal control weaknesses are found and troubleshoot solutions to address them.</li> <li>• Support internal and external audit exercises and ensure maximum level of compliance.</li> <li>• Maintain an efficient information and records management system for the CFU portfolio in collaboration with CFU Coordinator and implementing partners.</li> <li>• Lead the completion of financial requirements for accreditation, re-accreditation and accreditation upgrade processes for multilateral donors.</li> </ul>	
<p><b>KRA#3 SPC project activity implementation (20%)</b></p> <ul style="list-style-type: none"> <li>• Support CFU Procurement and Grants Advisor in managing procurement activities related to SPC's CFU projects in line with SPC and donor policies and procedures.</li> <li>• Monitor project execution from the operational and financial perspective including making recommendations for the adjustment of project activities to ensure the execution rate matches the progress of time.</li> <li>• Support preparation and monitoring of CFU and PMUs' costed procurement plans and workplans, and lead on any required budget reallocation processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement and grant processes run smoothly with supporting documents provided.</li> <li>• Contracts comply with procurement policy and are monitored.</li> <li>• Costed procurement plans and workplans developed and updated.</li> <li>• Contracts for vendors and consultants are managed well for timely delivery of service to the stakeholders</li> <li>• Assistance is provided in the preparation of grants requests with internal and external partners.</li> <li>• Purchase orders and payments are processed in a timely and effective manner.</li> </ul>
<p><b>KRA#4 Coordination, partnerships and capacity building (10%)</b></p> <ul style="list-style-type: none"> <li>• Foster effective working relationships and high performance across PMUs within SPC's climate finance portfolio.</li> <li>• Coordinate with finance and administration staff in PMUs to ensure that all projects always have access to high quality support services.</li> <li>• Liaise directly with internal and external stakeholders on project administration issues, country-specific financial policies and financial reporting matters</li> <li>• Coordinate operational support and orientation for new PMU staff including provision of inductions, briefings, training and tools on finance and procurement policies and procedures, financial management, monitoring and reporting.</li> <li>• Facilitate sharing of lessons learned and development of best practices for financial management within SPC's climate finance portfolio.</li> <li>• Build a strong and effective network of financial officers capable of providing services of the highest quality across PMUs. This includes</li> </ul>	<ul style="list-style-type: none"> <li>• Effective working relationships result in high performance across SPC's climate finance portfolio.</li> <li>• Coaching, guidance tools and other support provided to ensure maximum efficiency.</li> <li>• PMU staff are aware of and able to carry out their roles in financial management, reporting and related tasks.</li> <li>• Lessons learned are shared internally and externally, leading to more effective implementation of climate finance projects.</li> <li>• Strong financial services provided across SPC's climate finance portfolio.</li> </ul>

<p>ensuring all develop strong understanding of risk associated with granting, and how to mitigate and manage risk.</p> <ul style="list-style-type: none"> <li>• Support the finance shared services agenda.</li> </ul>	
<b>KRA #5 People management and mentoring (10%)</b>	
<ul style="list-style-type: none"> <li>• Monitor the performance and workloads of staff members to ensure objectives are met.</li> <li>• 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.</li> <li>• Create and maintain a team environment that fosters and develops effective working relationships and high performance.</li> <li>• Mentor finance and administration staff in PMUs to ensure that they can deliver high quality financial and administrative services to projects under implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance issues are addressed in a timely manner.</li> <li>• Annual performance development reviews and management plans are completed.</li> <li>• Financial training on all areas of CFU finance work is provided to staff to ensure compliance with SPC procedures.</li> <li>• Mentoring, coaching and guidance is provided to staff on a timely basis resulting in high performance of financial and administration staff in PMUs.</li> </ul>

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):

Most challenging duties typically undertaken:

- Managing high levels of grant risk, requiring high aptitude for initiating risk averse action to protect interests of SPC.
- Navigating complex donor requirements for financial management and reporting.
- Providing strong financial management advice in an uncertain financial environment.
- Managing different stakeholder needs and expectations in a changing environment.
- Operating within matrix reporting relationships.
- Actively cultivating relationships and working closely with other finance staff.
- Supporting a diverse group of finance, administration, procurement, grants and other staff (internally and externally) to work 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
<p><b>External</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Government counterparts (National Designated Authorities, climate change ministries, other line ministries)</li> <li>• PMUs (for externally executed projects)</li> <li>• GCF, AF and other donors</li> <li>• Consultants and vendors</li> <li>• Grantees</li> <li>• Auditors</li> </ul>	<p>Work closely with external contacts to ensure financial management and reporting is smooth, accurate, precise and in line with donor requirements. This would typically comprise:</p> <ul style="list-style-type: none"> <li>• Develop and apply policies and processes</li> <li>• Understand and agree on expectations</li> <li>• Provide advice, guidance and capacity building including tools, systems and processes</li> <li>• Provide reporting services</li> <li>• Provide briefing documents when appropriate</li> </ul>

<ul style="list-style-type: none"> <li>• Council of Regional Organisations in the Pacific agencies and other development partners</li> </ul>	<p>This will follow the best approach between:</p> <ul style="list-style-type: none"> <li>• Emails: requests, submission of forms and document, daily collaboration</li> <li>• Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient</li> <li>• Direct exchanges with staff based in government ministries or other SPC divisions</li> <li>• Participation in meetings, training and seminars whether remotely or in person</li> </ul>
<p><b>Internal</b> Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• CFU and CCES staff</li> <li>• PMUs (for internally executed projects)</li> <li>• SPC Procurement and Grants, Finance and Legal teams</li> <li>• Administrative staff and Administrative Assistants in divisions</li> <li>• Other SPC divisions and Corporate Services</li> <li>• Finance shared services manager</li> </ul>	<p>Work closely with internal contacts to ensure financial management and reporting is smooth, accurate, precise and in line with donor requirements. This would typically comprise:</p> <ul style="list-style-type: none"> <li>• Develop and apply policies and processes</li> <li>• Understand and agree on expectations</li> <li>• Provide advice, guidance and capacity building including tools, systems and processes</li> <li>• Provide reporting services</li> <li>• Provide briefing documents when appropriate</li> </ul> <p>This will follow the best approach between:</p> <ul style="list-style-type: none"> <li>• Emails: requests, submission of forms and document, daily collaboration</li> <li>• Telephone / Skype / MS Teams / Zoom / etc.: when no written record is needed and it is more efficient</li> <li>• Direct exchanges with staff based in government ministries or other SPC divisions</li> <li>• Participation in meetings, training and seminars whether remotely or in person</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: EUR 0

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

**Personal Specification:**

**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Degree in accounting, finance, business administration or public administration or equivalent body of knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in business or public administration</li> <li>• Professional accounting body CPA membership</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• At least 7 years' work experience in a similar role</li> <li>• Experience in project accounting including budgeting and donor financial reporting</li> <li>• Demonstrated experience in the use of Financial Management Information Systems and financial monitoring tools</li> <li>• Coordination and delivery of financial services to multiple projects with various donors and PMUs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the Pacific Islands region</li> <li>• Experience working with international or regional organisations</li> <li>• Experience in Navision</li> <li>• Knowledge of JET reporting, Power BI, SharePoint and related apps</li> <li>• Working knowledge of French</li> </ul>

<ul style="list-style-type: none"> <li>• Experience in project design and implementation including project management, writing technical reports and proposals</li> <li>• Experience in provision of advice, training and other support to PMUs on financial matters and areas of risk and compliance</li> <li>• Excellent verbal and written communication skills</li> <li>• Working knowledge of Microsoft Office software</li> <li>• Ability to work under minimal supervision</li> <li>• Fluency in English</li> </ul>	
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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"> <li>• Financial management and analytical skills especially in budgeting and monitoring</li> <li>• Aptitude for the provision of high-quality service with precision and accuracy</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project management and financial monitoring procedures applied by key development partners (GCF, AF, EU, UN agencies, development banks, etc.)</li> <li>• Take initiative and ability to work with minimal daily supervision</li> <li>• Demonstrated ability to effectively manage personal time and work priorities</li> <li>• Very good oral and written communication skills in English</li> <li>• High level dashboard quality reporting</li> <li>• Problem solving</li> <li>• Collaboration and managing relationships</li> <li>• People management within a diverse team setting</li> <li>• Finance and accounting policies, processes and systems (Navision)</li> <li>• Ability to provide guidance, training, capacity building and other support</li> <li>• Ability to develop tools and systems to support financial management and reporting</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</li> <li>• Ability to work well as a team</li> <li>• High level of interpersonal skills and cultural sensitivity</li> <li>• Commitment to continuous improvement</li> <li>• Work planning processes</li> <li>• Understanding of donor specific requirements</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Work experience in Pacific Island countries</li> <li>• Ability to liaise diplomatically and effectively with senior management and staff including government counterparts</li> <li>• SPC Strategic Plan, Regulations and Policies</li> <li>• International Public Sector Accounting Standards (IPSAS)</li> </ul>

### 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

- High level of professional integrity and ethics
- Friendly demeanour
- 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.