JOB DESCRIPTION

Job Title:	Finance and Administration Assistant
Work Unit:	Land Resources Division
Location	Suva, Fiji
Reporting to:	Finance and Administration Adviser / Pacific Organic Learning Farm Network Project Manager
Number of Direct Reports:	**(0)**
Job Purpose:	Provide support to the Organic Learning Farms Network Project through the Division's central Finance and Administration support services and ensuring efficient and effective delivery of activities in compliance with SPC procurement guidelines as well as donor requirements.
Date:	July 2021

The **Land Resources Division (LRD)** aims to contribute to the Pacific Community goals for a *"resilient and food and nutritionally secure Pacific peoples and communities, with well-managed natural resources, ecosystems and markets"*. The division has expertise in the conservation of genetic resources, climate smart agriculture, building national and regional capacities in Sanitary and Phytosanitary Systems and biosecurity, pest and disease management, plant pathology and animal health. LRD works with governments, private sector agents, regional organisations, civil society and other SPC divisions. LRD's mission is to *provide effective expert scientific advice and services on agriculture and forestry, utilizing the latest innovative and relevant applications for sustainable food and nutritional security and the enhancement of climate change adaptation*.
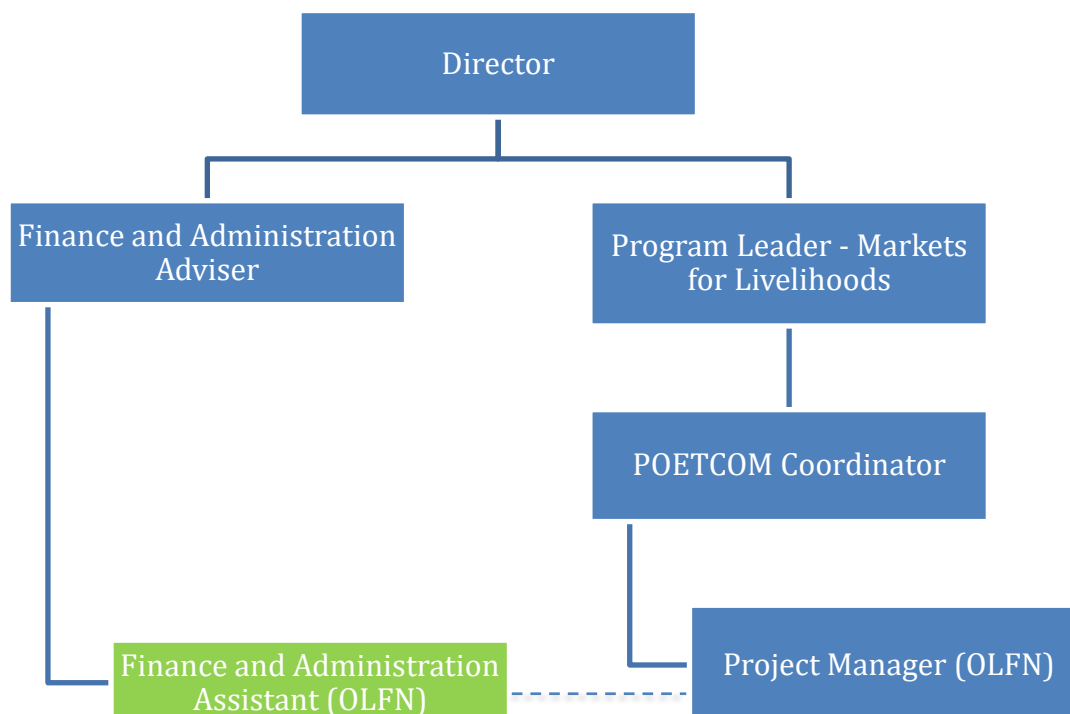
The **Pacific Organic Learning Farm Network – Agro ecology and agro forestry for climate resilience project** is a four-year project that will be operational in Fiji, Nauru, Tonga, and Solomon Islands. The project is supported through the Kiwa Initiative: Nature-based solutions for climate resilience since the Organic Learning Farms Network project is a regional project funded in the framework of this Initiative (www.kiwainitiative.org).

The Kiwa Initiative aims at strengthening the climate change resilience of Pacific Island ecosystems, communities, and economies through Nature-based Solutions (NbS), by protecting, sustainably managing, and restoring biodiversity. It is based on easier access to funding for climate change adaptation and NbS for local, national authorities, civil society and regional organisations of Pacific Island countries and Territories including the three French overseas territories. The Initiative, managed by the Agence Française de Développement (AFD), is funded by the European Union, AFD, Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The project will have exchange and learning components with Wallis and Futuna, New Caledonia, and French Polynesia in collaboration with the European Development Fund 11 PROTEGE project implemented by the Pacific Community. The project is situated under the Markets for Livelihoods Programme of the Land Resources Division and managed through the Pacific Organic and Ethical Trade Community (POETCOM) coordination team.

The overall objective of the project is the development of organic farming systems for food security, climate change adaptation, and biodiversity conservation to strengthen resilience of smallholder producers through the establishment of a network of Organic Learning Farms (OLFs). These organic farms will demonstrate the best organic and agroecological production methods, with a focus on enhanced biodiversity, that can be adopted by smallholder producers. These farms will demonstrate the benefits of biodiversity, agro ecology, agro forestry and organic production methods and technologies for climate resilience.

Organisation Chart

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                          │   Director   │
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              ┌──────────────────┴──────────────────┐
  ┌───────────────────────────┐      ┌───────────────────────────┐
  │ Finance and Administration│      │ Program Leader - Markets   │
  │        Adviser            │      │     for Livelihoods        │
  └────────────┬──────────────┘      └────────────┬──────────────┘
               │                      ┌───────────────────────────┐
               │                      │   POETCOM Coordinator     │
               │                      └────────────┬──────────────┘
  ┌───────────────────────────┐      ┌───────────────────────────┐
  │ Finance and Administration│- - - │  Project Manager (OLFN)   │
  │    Assistant (OLFN)       │      │                           │
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Key Result Areas (KRAs):

The position of Project Assistant encompasses the following major functions or Key Result Areas for the Pacific Organic Learning Farm Network project within the Land Resources Division:

Key Result Area 1: Provide financial support to ensure the delivery of project activities (40%)
Key Result Area 2: Provide administrative support to ensure the delivery of project activities (30%)
Key Result Area 3: Provide logistical support to ensure the successful delivery of project meetings, conferences, technical support, training and learning events (25%)
Key Result Area 4: Assist with other program activities where required (5%)

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

Jobholder is accountable for	*Jobholder is successful when*
Key Result Area 1: (40%) **Provide financial and procurement support to ensure the delivery of activities within the program** **Budgeting, cash flow and financial reconciliations** ▪ Provide assistance to the Program Manager with financial monitoring of projects.	**Budgeting, cash flow and financial reconciliations** ▪ All acquittals are submitted on time, compiled accurately and have proper support documentation.

- Developing budgets for program/project meetings and workshops. - Taking responsibility for all invoicing, receipting and payments for projects under the program. - Following up with acquittals from all program staff and country beneficiaries. - Assisting in preparing donor reports as required by project funding agreement. - Assisting in preparing internal SPC financial reporting as required. - Assisting in reconciliation and compiling of financial reports (audit-ready accounts) for project audits. - Attending to financial queries raised by project team, donors, SPC corporate and auditors.	- All payments are made using the correct project codes. - Project balances are reviewed and reconciled quarterly. - All reconciliations are done accurately and in a timely manner. - Projects under the program have sufficient balances at all times. - All expenditures are charged to the correct budget lines as per the nature of activities budgeted. - All project and program operational payments are done on time - Accurate and timely donor financial reports prepared together with the Divisional Finance Officer and sent to donor (AFD) as per donor requirements and within required timeframes - Project financial reports are approved by management. - Financial queries resolved in a timely manner.
Procurement Services support - Support the procurement of goods and services required in line with SPC processes and requirements. - Provide support to supervisors to ensure that all procurement activities within the Program are compliant to SPC and/or donor requirements and processes. - Documentation for all procurement undertaken by the Division is filed and well maintained. - Work with the Divisional Procurement and Compliance Officer to clear all small value procurements ensuring relevant thresholds are adhered to. - Providing procurement support for the hiring of any consultants. - Raise Purchase orders, acquire necessary quotations in accordance with thresholds and maintain clear/timely communications with project / program vendors	**Procurement Services Support** - All procurement activities take place in a timely manner and in accordance / compliant with SPC and/or donor requirements and processes. - Records of procurement activities are well kept and maintained - Project vendors are well informed of SPC requirements
Key Result Area 2: (30%) **Provide administrative support to ensure the delivery of project activities** **Information Management** Supporting the financial and non-financial information management requirements of	**Information Management** Physical and electronic documents are filed in a logical and timely manner and are easily retrievable by all team members.

the projects, including filing of source documentation and approval paperwork. ■ Supporting the program team to maintain a structured and clean SharePoint Document Library with the latest electronic copies of project documents. ■ Scanning/saving copies of project documents as required. ■ Working with team members to maintain fixed Asset and Contract registers. ■ Assisting to input monitoring and evaluation data into databases and support senior project staff to undertake statistical analysis where appropriate.	■ Asset and Contracts Registers is always up to date.
General administration ■ Assisting project teams and project country beneficiaries with general administrative needs. ■ Setting agendas, takes minutes and organises files for internal project meetings. ■ Receiving and dispatching project mail. ■ Ensures all part-time project related SPC staff regularly maintaining time sheets. ■ Ordering supplies and equipment as needed, and ensures supplies are stored in an orderly fashion. ■ Ensuring general project equipment maintenance and cleanliness. ■ Providing copying/printing and related support to project staff where required. ■ Support for administrative induction of new staff members	**General administration** ■ Administrative support is provided in accordance with SPC administrative policies and procedures evidenced by positive feedback from SPC administration / project staff. ■ Project-related staff administrative needs are met, as evidenced by a smooth running of the project administration tasks. ■ There are always sufficient office supplies on hand, and equipment is repaired without delay where necessary. ■ Office supplies are stored in an orderly fashion. ■ Liaison with project vendors, consultants, partners, etc. is courteous and professional evidenced by positive feedback. ■ Support to project-related staff is professional, helpful and flexible as well as continuously reliable – evidenced by positive staff feedback.
Key Result Area 3: (25%) **Provide logistical support to ensure the successful delivery of project meetings, conferences, technical support, training and learning events, and travel and virtual meeting arrangements** ■ Arranging virtual meetings and events as long as travel restrictions linked to COVID exist. ■ Arranging flights for staff, consultants and/or event participants well in advance; with options for travel provided with budget implications. ■ Ensuring that all events / travel follow SPC procedures. ■ Ensuring per diems/DSAs are calculated correctly and deposited into staff bank accounts in time. ■ Ensuring timely disbursal of per diems and support to workshop participants as per	**Travel and virtual meeting arrangements** ■ Smooth organisation of virtual meetings and events. ■ Flights are booked and secured in a timely manner and provided to staff / participants in good time – evidenced by few complaints received. ■ No flights are booked without a completed and approved SPC Travel Request Form. ■ Per Diem / DSA calculations are consistently correct and deposited into bank accounts or provided in cash. ■ Flight quotes provide cost effective options and take into consideration staff work programmes – evidenced by good staff/consultant/participant feedback. ■ Reliable information is provided to staff, including changes in flights / services being

policy in an accountable and transparent manner, keeping security in mind at all times. ▪ Completing travel acquittals with staff, consultants and workshop participants (as appropriate), including collecting flight tickets/stubs as proof of travel. ▪ Developing relationships with key travel agents to ensure good service delivery. **Event coordination** ▪ Working collaboratively with project teams to plan workshops/training/events. ▪ Working with project team to develop precise and appropriately worded communications for events in line with the Kiwa Initiative communication guidelines (e.g. Government Protocol letters and Administrative Notes). ▪ Seeking quotes for suitable venues, paying attention to disability-inclusiveness. ▪ Liaising with project staff regarding workshop materials and supplies to be shipped/purchased for workshops/trainings/meetings. ▪ Ensuring event management and support to staff at event location where appropriate. ▪ Supporting the collation and distribution of meeting documentation. ▪ Providing minutes/note-taking support to Programme staff as required.	communicated well in advance (where possible). ▪ Good relationship with travel agents / service providers is evidenced by positive feedback. **Event coordination** ▪ All workshops/training/events are planned in accordance with SPC policies and processes and the Kiwa Initiative communication guidelines. ▪ Quotes for all activities such as workshops/training /events are suitable and received in a timely manner. ▪ Workshops/ training /events budgets are developed with minimal errors and cleared by the relevant manager. ▪ Workshops / training /events run smoothly as all logistics completed in a timely and successful manner. ▪ Materials compiled and collated on time and received at workshop venue prior to event. ▪ Workshop participants are informed of events/ administrative arrangements in a timely and accurate manner, evidenced by few participant complaints. ▪ Events are managed well, with set-up and all logistics handled prior to start evidenced by smooth events with no logistical complaints from staff or participants ▪ Per diems/DSA accounted for, with signatures received in an accountable and secure manner with no loss of cash / income.
Key Result Area 4: (5%) **Finance and administration support for other Programs where required** ▪ Back up support for financial and administrative matters in other programmes within LRD where required. ▪ Seeking opportunities for collaboration with other administration and financial staff within LRD and SPC to improve efficiency and effectiveness of the projects, programs, and division.	▪ Support to other Divisional and SPC staff is professional, helpful, and flexible – evidenced by positive staff feedback.

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):

- Developing a good understanding of SPC, project and Kiwa Initiative requirements for financial implications, reconciliation, and reporting.
- Managing project procurement processes in accordance with SPC policy.
- Working across multiple project activities at the same time and balancing the competing demands.
- Undertaking financial analysis of project budgets and developing and presenting financial reports in accordance with SPC and donor requirements.
- Supporting logistics for project events such as regional workshops / consultations, training, and other events.
- Managing timely travel for project staff and workshop participants.
- Ensuring per diems, flight tickets, administrative notes acquitted in a timely and professional / thorough manner.
- Ensuring that the project teams are maintaining an accurate centralised record of all project documentation.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External - Airline / Travel Agents - Vendors - Project consultants - Hotels and Conference Facilities - Project workshop participants - Partner agencies such as DFAT, MFAT, EU, GIZ, FAO, ACIAR, Government, NGOs and Civil Society Organisations as needed. - The Agence Française de Développement (AFD) - The Kiwa Initiative Secretariat	- Receives information, communicates, negotiates, informs, facilitates, coordinates communication, provides security and information.
Internal Key internal contacts are: - POETCom Coordinator - POETCom Staff - SPC Executive - Director LRD - Other LRD Program Leaders and Technical Advisers - Divisional Finance and Administration Team sitting under Director's Office - SPC HR, Finance, Administration, Publication, ICT	- Informs, communicates, facilitates and coordinates information flow, provides responses, assists with processing requests, coordinates tasks, processes and provides records, drafts financial reports, collaborating, advising, receiving and providing technical inputs.

Level of Delegation:

The position holder does not hold operational budget or sign-off delegations.

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:
• General diploma level qualification in finance, accounting, or business administration	

Knowledge/Experience

Essential:	Desirable:
• At least 5 years' relevant work experience in a similar role with project administration and systems management. • Demonstrated experience in conference management and event organisation, logistics and travel, including for large, complex regional events, including virtual events. • Knowledge of accounting standards, practices, and procedures. • Experience with organizing large, complex regional events including virtual. • Experience in managing procurement, purchase orders, invoicing, payments, and other finance processes. • Experience using Navision Software or similar finance software. • Experience in airline ticketing and communicating with airline agents and searching for data / flights / travel information. • Proficiency in English, with a working knowledge of French being an advantage.	• Prior experience of providing secretariat support to a project team • Project management experience. • Effective communication, negotiation and facilitation skills, and an ability to work in a team. • Prior experience working under donor funded projects. • Ability to work with minimum supervision and maintain composure under pressure. • Advantageous to have prior work experience with an international development agency. • Knowledge of the Pacific

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment. • Highly motivated, dependable, and organized, with a strong work ethic and proactive attitude to problem solving.
Advanced level	• Logistics, travel, and events management skills. • Financial management and analysis skills. • Ability to provide financial advice to Finance and Administration Officer, Programme Manager • Computer skills in Microsoft software applications, especially MS Excel, Word, PowerPoint and SharePoint.

	• General administration and data entry skills • Ability to demonstrate attention to detail. • Ability to systemically file, maintain filing systems. • Ability to effectively manage high quantities of physical and electronic information. • Ability to work under pressure and to tight deadlines. • Demonstrated organisational and multi-tasking skills.
Working knowledge	• SPC policies and procedures. • Financial systems software. • Data and information management systems. • Financial reporting requirements - for donor and audit purposes. • Accounting practices and procedures.
Awareness	• Pacific issues / travel / transport systems • IFRS Accounting Standards • Organisational and RRRT divisional vision and strategic plans

Key Behaviours

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- A good understanding of the cultures and the working environment in member countries and the ability to be proactive in developing new ideas to serve and to address the needs of member countries.
- High level of Professional Integrity and Ethics including confidentiality.
- Negotiation and diplomacy skills to reach consensus among stakeholders with different and passionately held views.
- Excellent communication skills with fluency in verbal and written English are essential to communicate with member country governments and other regional and international organisations. Knowledge of other languages spoken in the region is an asset.
- Strong computer literacy, preferably with Microsoft programs [Word, Excel, Access, Outlook, PowerPoint] and ability to use database, E-mail and the Internet. Knowledge of other programs such as Adobe and MapInfo and an understanding of spreadsheet and principles would be an advantage.
- Motivational skills with professional initiative and good work ethics with demonstrated ability to take initiative and draft succinct, simple and understandable implementation plans.

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.