



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance and Administration Assistant (PacREF)</b>
<b>Division:</b>	Educational Quality and Assessment Program, EQAP
<b>Location:</b>	<b>Suva</b>
<b>Reporting to:</b>	Team Leader Finance, EQAP Division
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	The position assists with the management of project accounting, audit, and budgetary controls, monitoring of project and financial performance/progress, compliance with Donor requirements, procurement for works & services contracts, disbursement of funds and contracting with Pacific island countries. The position will also assist the Team Leader with the administrative and coordination duties associated with the project and be responsible for the day-to-day operation of the project office. Position based in Suva, Fiji.
<b>Date:</b>	March 2021

### Organizational Context and Organization Chart

The Pacific Community (SPC) is an international organization working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. SPC has 26 member countries and territories including 22 Pacific Island members



## Key Result Areas (KRAs):

The position of **Finance and Administration Assistant** encompasses the following major functions or Key Result Areas for the EQAP project:

This position encompasses the following Key Result Areas:

1. **KRA 1:** Project Accounting Administration (25%)
2. **KRA 2:** Project Finance Support (25%)
3. **KRA 3:** Logistics and Travel Support for meetings/workshops/events (25%)
4. **KRA 4:** Communications 10%
5. **KRA 5:** Programme Administration Support (15%)

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

Jobholder is accountable for	Jobholder is successful when
<b>KRA 1: Project Accounting Administration (25%)</b>	
<p><b>Donor Reporting</b></p> <ul style="list-style-type: none"> <li>• Assists in compiling information for preparation of donor reports</li> <li>• Assists the Team Leader in compiling work plan budgets of project and monitor the project implementation</li> <li>• Attends to financial queries raised by project team, donors, SPC corporate</li> <li>• Assist with regular cash flow management of the Division</li> <li>• Procurement carried out in accordance with donor and SPC procurement policies</li> </ul> <p><b>Auditing</b></p> <ul style="list-style-type: none"> <li>• Assists with project audits in line with donor requirements as per grant agreement</li> <li>• Assists in reconciliation and compiling of financial reports (audit-ready accounts) for project audits</li> <li>• Assists and liaises with auditors on queries</li> <li>• Prepares all necessary reconciliations for audit purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely donor reports prepared and sent to donors as per donor requirements</li> <li>• Donor acquittal reporting has all certified document copies with reconciliations</li> <li>• Project reports are approved by donors/management</li> <li>• All postings done accurately and in a timely fashion</li> </ul> <ul style="list-style-type: none"> <li>• Audit Queries resolved in a timely manner</li> <li>• Nil Management letter issues</li> <li>• Timeliness in terms of financial reports being prepared, audited and submitted to donor within the required timeframe</li> </ul>
<b>KRA 2: Project Finance Support (25%)</b>	
<ul style="list-style-type: none"> <li>• Assist the PacREF with financial needs guided by the Donor, SPC Procurement and Financial policies</li> <li>• Seek quotations and process purchase requisitions, invoicing, receipting and payments for PacREF related activities (clerical)</li> <li>• Support the financial aspects of procurement</li> <li>• Assist programme and PacREF staff with budget developments, monitoring of income and</li> </ul>	<ul style="list-style-type: none"> <li>• Finance processes and activities operating successfully</li> <li>• Country beneficiaries and contracted services financial needs supported when required</li> <li>• Programme purchasing and payments supported</li> </ul>

<p>expenditure and other finance related aspects as required</p> <ul style="list-style-type: none"> <li>• Support financial information management requirements (clerical) of the programme e.g., filing of source documents, approvals and audit related information when required</li> <li>• Budget revisions, reallocations, monitoring, and management supported</li> <li>• Financial information management needs supported</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement carried out in accordance with donor and SPC procurement policies</li> <li>• Budget revisions, reallocations, monitoring and management supported</li> <li>• Financial information management needs supported <ul style="list-style-type: none"> <li>▪ Project audits supported</li> </ul> </li> </ul>
<p><b>Key Result Area 3: Logistics and Travel Support for meetings/workshops/events (25%)</b></p>	
<ul style="list-style-type: none"> <li>• Provide administrative, financial, and logistical support to ensure the successful delivery of project meetings, conferences, training and learning events</li> <li>• Develops budgets for regional workshops</li> <li>• Develops communications such as Government Protocol letters and Administrative Notes for events that are precise and use appropriate language</li> <li>• Organise meeting logistics including venue, meeting arrangements, local transfers, catering, field trip and any other meetings related items</li> <li>• Assist in arranging meeting close down processes including payments, reconciliations, acquittals and other close down processes</li> <li>• Support the collation and distribution of meeting documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting budget developed and cleared</li> <li>• Participant travel, accommodation and per diems organised</li> <li>• Meeting logistics supported</li> <li>• Meeting close down process supported</li> <li>• Meeting documents finalised and distributed</li> <li>• Project travel matters represented in internal organisational travel forums where required</li> </ul>
<p><b>Key Result Area 4: Communications</b></p>	
<ul style="list-style-type: none"> <li>• Communicate with focal points in various countries and staff of SPC</li> <li>• Communicate with stakeholders to ensure the production of quality PacREF materials and their timely dispatch to the countries</li> <li>• Liaise with relevant national and international agencies to share and solicit relevant information</li> <li>• Coordinate registration and distribution of documents and Knowledge materials</li> </ul>	<ul style="list-style-type: none"> <li>• Communication about EQAP PO travels are made efficiently with relevant stakeholders</li> <li>• Materials are printed and dispatched to countries and/or designated recipients with no or minimal issues</li> <li>• Necessary information is obtained from relevant agencies as and when required</li> <li>• outgoing reports and communication are in appropriate format and consistently registered</li> </ul>
<p><b>Key Result Area 5: Programme Administration Support (15%)</b></p>	
<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Provide logistical support for programme activities, in terms of travel and accommodation logistics for POs and participants</li> <li>• Coordinate the workflow of the PacREF activities cycle</li> <li>• Maintain a system of filing of physical as well as electronic records inclusive of PO, Contracts and Payment vouchers</li> </ul>	<ul style="list-style-type: none"> <li>• Enquiries are attended to in an efficient, friendly and professional manner.</li> <li>• Effective support provided to finance and administration.</li> <li>• Ensuring meeting preparation and minute taking</li> <li>• Maintain an efficient filing system</li> <li>• Assisting to ensure that M&amp;E reports are maintained and up to date</li> </ul>

<ul style="list-style-type: none"> <li>• Support and lead on Procurement carried out in accordance with donor and SPC procurement policies</li> <li>• Transfer information from records into M&amp;E templates. (Meeting Minutes, Meeting rooms register and settings, Housekeeping on meeting rooms)</li> <li>• Support preparation of meeting papers and record minutes of meetings</li> </ul>	
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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"> <li>▪ Developing a good understanding of project requirements for financial implications, reconciliation and reporting.</li> <li>▪ Presenting financial reports acceptable by donors/authorising officers.</li> <li>▪ Supporting logistics for project events such as regional workshops / consultations, training and other events.</li> <li>▪ Managing timely travel for project staff and workshop participants.</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Airline / Travel Agents</li> <li>• Vendors</li> <li>• Project consultants</li> <li>• Hotels and Conference Facilities</li> <li>• Project workshop participants</li> <li>• Project partners</li> </ul>	<p>Receives information, communicates, negotiates, informs, facilitates, coordinates communication, provides security and information</p>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• EQAP Director</li> <li>• Team Leaders</li> <li>• SPC Administration and Procurement Section</li> <li>• Other divisional representatives</li> </ul>	<p>Liaising, facilitating, and arranging administration, financial and travel items</p> <p>Collaborate with SPC Finance &amp; Procurement shared services community of practice and knowledge sharing</p>

**Level of Delegation:**

Routine Expenditure Budget:

Budget Sign off Authority without requiring approval from direct supervisor: *None*

The position holder:

- Supports the management of the programme and project budgets
- Does not authorize costs in own budget; and
- Does not sign standard letters.
- Compiles financial reports for the PacREF

## 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"> <li>▪ Bachelor's degree in a relevant experience business administration or commerce, or equivalent work experience that is both relevant and current</li> <li>▪ At least 3 years of experience in donor project financial reporting</li> <li>▪ Demonstrated experience in conference management and event organisation, logistics and travel</li> <li>▪ Relevant practical experience in procurement, administration, travel support and financial aspects of large and complex projects</li> <li>▪ Strong PC based computer skills, preferably with Microsoft Programmes (Word, Excel, Access, Outlook, PowerPoint)</li> <li>▪ Ability to effectively manage information</li> <li>▪ Demonstrated organizational and multi – tasking skills</li> <li>▪ Ability to work under pressure and to tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective communication, negotiation and facilitation skills, and an ability to work in a team</li> <li>▪ Prior experience working under donor funded projects (ADB project)</li> <li>▪ Ability to work with minimum supervision and maintain composure under pressure</li> <li>▪ Advantageous to have prior work experience with an international development agency</li> <li>• Knowledge of the Pacific</li> </ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>▪ Experience in travel and logistics management</li> <li>▪ Experience organizing large, complex regional events</li> <li>▪ Experience in managing procurement, purchase orders, invoicing, payment, and other finance processes</li> <li>▪ Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment</li> <li>▪ Demonstrated organizational, administrative, and multi-tasking skills</li> <li>▪ Experience using Navision Software or similar finance software</li> <li>▪ Data entry skills and attention to detail</li> <li>▪ Experience in airline ticketing and communicating with airline agents</li> <li>▪ Internet surfing for missing data / flights / travel information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Travel experience, travel booking experience</li> <li>▪ Prior experience of providing secretariat support to project team</li> <li>▪ Project management experience</li> <li>▪ Ability to systemically file, maintain filing systems</li> <li>▪ Highly motivated, dependable, and organized, with a strong work ethic and proactive attitude to problem solving</li> </ul>

## 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>• Positive professional attitude for the provision of high-quality service</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• A flexible approach and a willingness to assist with a variety of other tasks within SPC</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• A high level of interpersonal skills and cultural sensitivity</li><li>• Ability to set priorities and work successfully with minimal supervision</li><li>• Ability to work within timelines and to respond to stakeholders needs in a</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Ability to work well with all EQAP staff</li><li>• Excellent oral and written communication skills</li><li>• Ability to deal with confidential information in a professional manner</li><li>• Ability to maintain professional neutrality</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 demeanor
- Demonstrated high level commitment to customer service
- Physically fit
- The ability to work in a team
- Clear and effective communicator
- Ability to think and make good decisions on the spot

## 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.