



JOB DESCRIPTION

Job Title:	Finance and Administration Officer
Work Unit:	Land Resources Division (LRD)
Responsible To:	LRD Finance and Administration Adviser
Responsible For:	Nil
Job Purpose:	Provide support to the SAFE Pacific Project with budget preparation, execution, financial monitoring, audit compliance and efficient administration through the Division's central Finance and Administration support services
Date	May 2021

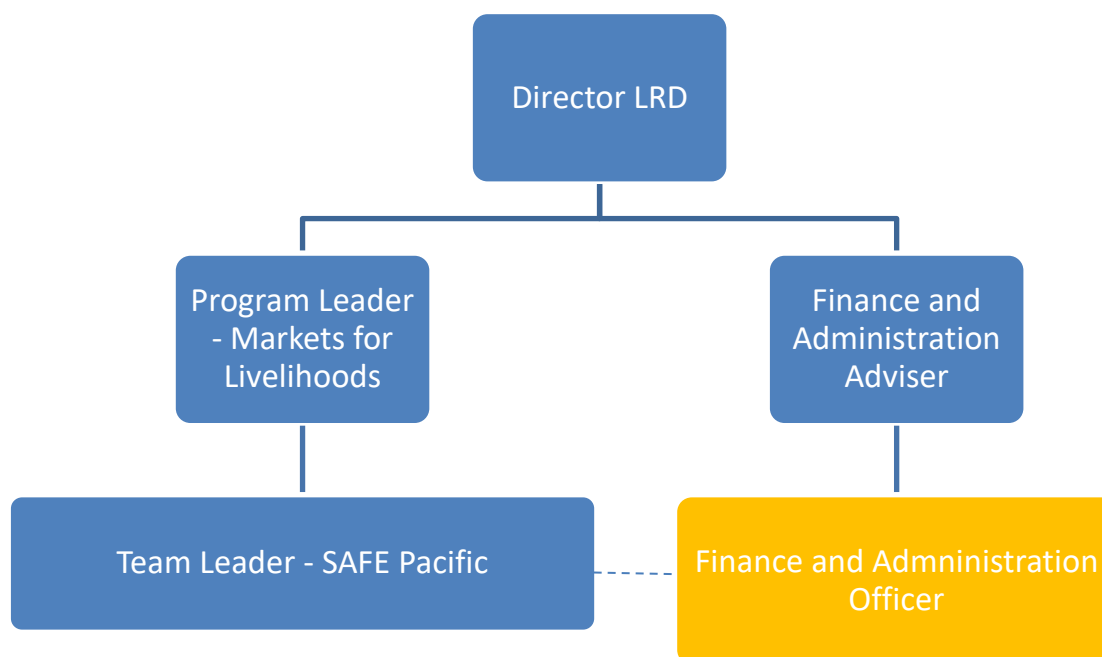
Organisation Context

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 LRD's **Markets for Livelihoods Program** focuses on supporting high value crops production and transformation; certified organic agriculture; SPS and biosecurity for trade; agri-tourism; and agri-preneurship, including a focus on youth and women in the sector. Quality management and systems to organise small holders into value chains such as participatory guarantee systems and clusters are also a focus.

The **Safe Agricultural Trade Facilitation through Economic integration in the Pacific' (SAFE Pacific)** project sits within the Markets for Livelihoods Program. **SAFE Pacific** will impact positively on efforts of Pacific Island Countries (PICs) to deliver Nationally Determined Contributions (NDCs) to the Paris Agreement on Climate Change. It will also consolidate and enhance the results already achieved with past and on-going EU trade related technical assistance programmes at both regional and national levels, and it complements actions being pursued under the 11th EDF Pacific Regional Indicative Programme (RIP) Priority 2.1 – Sustainable management of natural resources and the environment. The project consists of **Output 1.2 Sanitary and Phytosanitary services are improved** and **Output 2.3 Strengthened competitiveness of sustainable agricultural value-chains in the Pacific** of the **EU EDF11 Pacific Regional Integration Support Programme (PRISE)**

Organisational Structure



Key Result Areas

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

KRA 1: Budget preparation, monitoring and financial reporting

KRA 2: Project accounting, audit and compliance

KRA 3: Project and overall program administrative support

The requirements in the above Key Result Areas (KRAs) are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
KRA 1: Budget preparation, monitoring and financial reporting	
<ul style="list-style-type: none"> • Preparation of financial budgets for the project including the annual work plans, operational costs and specific activities. • Ensure that all project spending is in line with approved budgets and workplans • Preparation of regular financial progress reports clearly outlining project execution rates:- <ul style="list-style-type: none"> ○ Quarterly ○ Six monthly ○ Annual • Work closely with the Division's Finance and Administration team to ensure budget and financials are correctly aligned to the program and Divisional reporting requirements which includes the LRD annual budget, business plan and results report • Ensure appropriate financial reports and monitoring tables are available for Project 	<ul style="list-style-type: none"> • Accurate, regular reports are prepared for budgetary monitoring and audit processes and adhere to SPC and EU reporting regulations; • Accurate budgets and actual expenditure are made available at all times when requested • Funding and activity implementation gaps are identified, and supervisors informed in a timely manner; • Financial risks are identified and addressed in a timely manner • The development partners and relevant stakeholders are provided with regular information through progress and annual reports. • All financial reporting to EU is accurate and timely

<p>Steering Committee regional steering committee meetings; as well as available for record of the meetings;</p> <ul style="list-style-type: none"> • Provision of advice to Team Leader on project financial risks and budget execution issues in a timely manner. • Support the Team Leader with preparation of budgets for project/program proposals for supplementary funding/co financing • Support the development of budgets for new initiatives in accordance with SPC and development partner requirement 	
<p>KRA 2: Project accounting, audit and compliance</p>	
<ul style="list-style-type: none"> • Reconciliation - ensure that the project financial information and accounting details are accurately captured on the SPC financial system and any discrepancies corrected in a timely manner • Cash flow management - monitor overall project income and expenditure to ensure that the project has sufficient funds for the implementation of activities • In collaboration with the EU Project Management Unit (PMU), facilitate all preparations for project audits and support reviews/evaluations; • Maintain good working relations with the SPC-EU Project Management Unit (PMU) and ensure financial and administrative lessons learnt from audits, reviews/evaluation and other EU interventions within SPC well disseminated to project team and overall program • Support project team members understand financial and budget processes for the implementation and monitoring of activities 	<ul style="list-style-type: none"> • All accounting and financial processes adheres to SPC and EU procedures; • Project financial information is accurate at all times • Effective framework developed for regular monitoring and reporting; • Database tracking sheet is maintained for all proposals, programs, agreements, financial reports, and advances and balances to be paid; • Audits are carried out in a timely manner and compliance remains at a high level • Lessons learnt are well documented and widely disseminated. • All team members are aware of SPC financial requirements and processes
<p>KRA 3 Project and overall program administrative support</p>	
<ul style="list-style-type: none"> ▪ Contribute to the SPC Finance and Procurement shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. ▪ Facilitate all administration relating to staff travel, meetings, trainings, and field exercises ▪ Ensure that all financial acquittals are provided on a timely basis and support documentation is sufficient and adequate ▪ Ensure that all project finance documentation is well prepared and stored in readily available mediums in line with audit standards and the EU-PMU records management guidelines ▪ Liaise directly with PICTS and other stakeholders on project administration issues, country specific financial policies and financial reporting matters. 	<ul style="list-style-type: none"> • Tasks allocated are completed in a timely manner and of high quality • All travel arrangements and training logistics successfully done in line with the SPC's policies Financial management support provided to stakeholders is timely and well informed • All financial acquittals are vetted and cleared in a timely manner • All finance documents are well organized, audit ready and easily accessible • Project team is well informed of the SPC EU - PMU financial and operational mandates

<ul style="list-style-type: none"> ▪ Provide training to project stakeholders where required in SPC financial management policies and requirements ▪ Provide support across the Markets for Livelihood Program where required in finance and administration activities 	<ul style="list-style-type: none"> • The project operations are well aligned to the LRD internal finance and administration processes as well as overall SPC policies
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work complexity:

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring that all financial progress and final reports are submitted in accordance with donors reporting requirements in a timely manner; • Regularly reviewing the budgets and forecast to ensure funds for the project are managed and operating effectively; • Identifying potential issues related to risk management and advising on solutions; • Facilitating EU commissioned expenditure verification or audit in timely manner
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Functional Relationship and Relationships Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> • Member countries • European Union • Other Development partners/donors • Consultants • Auditors • Banking officials • Evaluation Agencies 	<ul style="list-style-type: none"> • Resolving financial issues and obtaining budgetary reports; • Providing ad-hoc information, resolving financial issues and providing reports; • Explaining, providing feedback on the project, particularly financial advice; • Explaining, providing information and advice especially relating to budgets and payments; • Providing information about project implementation especially financial management.
Internal	
<ul style="list-style-type: none"> • Project Team Leader • Program Leaders – Markets for Livelihoods and Sustainable Agriculture • SPC Operations Management Division (ICT, Procurement, HR, Finance, EU-PMU) • LRD Finance and Administration team • Other programs in LRD 	<ul style="list-style-type: none"> • Receiving and providing information, explaining, receiving guidance; • Updates on status of work in progress and issues faced; • Providing financial information and reports as required. e.g. inputs in progress reports; work plans and budgets; • Team working, collaborating, establishing work processes, advising, receiving and providing technical input, advising on travel and other SPC administrative procedures;

	<ul style="list-style-type: none"> Receiving and providing information, explaining, receiving guidance.
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Level of delegation:

The position holder:

- n/a

Person 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. 	<ul style="list-style-type: none"> Member of an accredited accounting or procurement body

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 6 years of experience in a similar role Has experience of working with project leaders and partners at a strategic level Experience with use of financial management information systems Demonstrated experience in project budgeting, financial reporting, administration. Demonstrated audit experience and knowledge of financial compliance requirements Sound coordination, administrative, networking and negotiation skills Advanced computer skills in applications such as Microsoft Word and Excel Fluency in English. 	<ul style="list-style-type: none"> Experience with Navision financial management system Work experience in the Pacific Islands region. Demonstrated experience in working with regional agencies and development partners Knowledge and experience in EU 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"> • Financial systems; • Professional skills; • Planning and organising; • Prioritization of tasks; • Project coordination and management,
Advanced level	<ul style="list-style-type: none"> • Effective communicator; • Capacity building and mentoring; • Attention to detail; • Decision making/problem solving; • Report writing,
Working Knowledge	<ul style="list-style-type: none"> • Negotiation,
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner,

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

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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director of Finance. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.