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**JOB DESCRIPTION**

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| **Job Title:**  | Finance and Administration Officer |
| **Division/Programme** **and Section/Project (if any):**  | Human Rights and Social Development Division |
| **Location**: | Suva |
| **Reporting to:** | OMD – Finance Manager Suva and Director - HRSD |
| **Number of Direct Reports:**  | **4-5** |
| **Purpose of Role**: | Reporting, recording and facilitating HRSD finances in compliance with the SPC’s financial policies and procedures |
| **Date:** | August 2021 |

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| **Organizational Context and Organization Chart** |

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

The vision of the Human Rights and Social Development Division (HRSD) is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

HRSD provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising a Director, Manager, Team Leaders, Advisers, Officers and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, civil society, regional partners and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of HRSD encompasses the following objectives:

* Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
* Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.
* Objective 3: Culture: Promote, preserve and protect positive expressions of culture.
* Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

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| **Key Result Areas (KRAs):** |

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

* **Management, Leadership and Office Administration**
* **Financial & Procurement reporting, budgets and monitoring**
* **Financial & Procurement Policies , Compliance, Risk Management and Business Process**
* **Divisional Advice and Support**

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

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA#1****Management, Leadership and Office Administration*** Coordinate management of direct reporting staff in the team so as to achieve the goals set during at planning meetings. Oversee the work and conduct annual job performance evaluations for those staff. under his/her responsibility.
* Maintain accurate records of staff performance for the purpose of reviews.
* Assess staff skills and discuss their training needs with the Division Director in line with the annual objectives and overall SPC strategic plan.
* Provide mentoring and leadership to staff.
* Verifies acquittals for workshop advances and ensures that all original receipts are provided
* Ensures that the internal control procedures are maintained
* Liaises with Auditors for internal/external audit
* Supervises the Finance Assistants on financial processes in order to ensure that SPC financial regulations are maintained
 | * PDS plans are accurate and according to job description and need
* PDS planning is done in a participatory and consultative way and is done in July and Jan each year
* Admin staff are clear on their roles and responsibilities and the office is managed smoothly
* No mismanagement of HRSD resources and payment process
* Timely and accurate record keeping for fixed asset register evidenced by smooth audit
* Positive audit report
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| **KRA#2****Financial & Procurement reporting, budgets and monitoring*** Compile monthly financial and procurement reports for Projects at any one time
* Ensure charging of all expenditures to the correct budget lines as per the nature of the activities of all projects.
* Monitor the income and expenditure – Cash flow management of all projects
* Compile and monthly analysis of the operation expenditures
* Compile quarterly and 6 monthly donor reports as per the donor requirements
* Maintains records of receivables for the projects and follows up with partners on contribution and deposits in the SPC system
 | * Accurate and Timely process of all HRSD financial payments in compliance with SPC policy and procedures
* Accurate information on Navision for each project
* Accurate and timely recording of income and expenditures
* Accurate, reliable and timely (quarterly) well presented financial reports to the programme manager
* Cost effectiveness ensured evidenced by tracking expenditures to ensure that costs are maintained
* Timely and accurate submission of donor financial reports to donors as per the work plan
* Donor funds are followed up evidenced by smooth cash flow in SPC accounts
* Audits reveal accurate planning, budgeting and project charges are accurate
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| **KRA#3****Financial & Procurement Policies , Compliance, Risk Management and Business Process** * HRSD and SPC appropriately represented to dialogue/consultation with financial partners, including members, donors, auditors, public officials, etc.
* Working to maintain a HRSD division project information including pipeline funding.
* Lead in the preparations of HRSD/divisions annual financial budget planning and forecasting and procurement plan
* Appropriate systems and internal controls implemented, maintained and continuously reviewed
* Risk management - identifying and assessing financial risks and implementing associated solutions
* Financial accounting systems for project and operations maintained including but not limited to cash management, project payables and receivables.
* Ensure maintenance of appropriate internal controls and financial/procurement procedures.
* Coordinate audits and proper filing of all financial documents/instruments. Assure the integrity, appropriateness and effectiveness of HRSD’s financial information systems.
* Monitor service delivery, customer responsiveness
 | * HRSD Finance Plan and Forecast developed and updated
* A robust HRSD Finance Procedure Manual (manual) effectively developed, successful implemented and continuously revised for relevance
* Full compliance with all relevant SOPs and other relevant internal policies and procedures ensured
* Robust internal control environment established and effectively monitored to mitigate against financial risks
* Full compliance with all financial donor, statutory and regulatory requirements to minimize extraordinary loss and penalties for non-compliance ensured.
* HRSD Finance database including pipeline funding updated regularly
* Timely preparation of annual budgets, cash flow forecasts and financial projections for operations (Divisional) and projects
* (departmental) delivered in consultation with managers and Senior Management
* Integrity and effective utilization of financial and accounting systems ensured
* Recommendations of improvement to financial/accounting systems delivered
* Financial risk management system developed, effectively implemented and continuously refined in consultation with Senior Management
* Effective Cash flow management delivered
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| **KRA#4****Divisional Advice and Support** * Provide support to HRSD Country Based officers – in terms of Financial Training including workshop budgets, cash management and acquittals
* Coordinate development of Divisional Procurement plan and assist in the monitoring of it.
* Work with the Corporate Procurement office to implement the requirements of the Procurement policy providing guidance and briefing to staff on interpretation and application of the policy ensuring compliance.
* Work with the Corporate Procurement Office to provide support resolve Procurement and audit issues
* Check and verify country officers workplans and budgets and provide oversight to process procurement and payments in line with SPC policies and procedures
* Process and maintain records of country-based staff payroll
* Training of HRSD suva based and country staff on financial guidelines and cash policies
* Compile Financial reports for HRSD External Board Meetings
* Assist Project and Programme Managers with project budgets and monitoring
* Prepare and follow salary and other operational charge out plans for the multi donor funded division
* Regularly update Division Director and project managers on project and programme financial updates
* Holds monthly admin meetings to follow up on areas such as inventory, security, office management, stocking of supplies, events, office cleaning, bills and other matters
* Provides support to the admin team with events logistics such as workshops, and conferences both within Fiji and outside Fiji
 | * The CFO and the Staff are well versed in the SPC financial requirements evidenced by few errors and few queries with regards to financial reporting and CFO budgeting
* Accurate and timely submission of CFO or workshop acquittals to SPC finance
* CFOs budgets are realistic and accurate
* Accurate and timely processing of the CFO Salary
* CFO supervisors are well able to support CFOs in their financial plans due to good training
* CFO requests for assistance are answered quickly and accurately.
* Facilitating material and logistic service efficiently and on timely basis in smooth process of the workshop administration and to trainers evidenced by positive feedback from RRRT staff and participants
* Admin Assistant supported in financial processes evidenced by few errors and few queries
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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.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| * Accurate, reliable and timely financial reporting
* Facilitating timely and accurate workshop related payments and other financial payments
* Internal audit and internal control measures
* Problem solving in Admin team and meeting customer needs
* Performance planning with Admin Assistant and Program Assistant
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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**Key external contacts are:Key external contacts are:* Vendors – Travel agents, stationery supplies and other vendors, consultants
* Donor liaison with finance and project officers of donor agencies – currently MFAT, DFAT, Sweden, EU
* Auditors
* Regional agencies
* Auditors
* NGOs/ CROP Agencies
 | * Team working, collaborating, advising, receiving and providing technical input
* Courtesy, giving and receiving information, explaining things to people, clarifying needs
* Interacting, advising, gaining assistance, resolving minor conflicts, negotiating
* Liaising to get budget parameters; obtaining reports; generating internal reports for EQAP management, obtain
* Liaise and dialogue
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| **Internal**Key internal contacts are:HRSD Staff and Country focal officersExternal board Members* Procurement Manager
* Corporate Finance Team
* Corporate Teams including ICT, HR, Administration and Procurement

SPC Noumea Staff | * Team working, collaborating, advising, receiving and providing technical input
* Courtesy, giving and receiving information, explaining things to people, clarifying needs
* Interacting, advising, gaining assistance, resolving minor conflicts, negotiating
* Liaising to get budget parameters; obtaining reports; generating internal reports for EQAP management, obtain
* Liaise and dialogue
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| Level of Delegation: |

Routine Expenditure Budget: *NIL*

* Compiles all the donor financial reporting for HRSD projects based on monthly, quarterly and 6 monthly reporting
* Manages accurate and timely financial payment and receivables for all HRSD projects of AUD 17 million. $3.8 million

Budget Sign off Authority without requiring approval from direct supervisor: Can approve petty cash of up to F$500 with co-signature of HRSD Director

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| **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**

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| Essential: | Desirable: |
| * Degree in Accounting and Financial Management and public administration
* Member of professional accounting body - Fiji Institute of accountants
 | Masters level in commerce, business administration or related field  |

**Knowledge/Experience**

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| Essential: | Desirable: |
| * At least 10 years of demonstrated professional experience and competence in financial reporting, compliance, and business processes for projects funded.
* Extensive experience (at least 5 years) in project/programme leadership, management, networking, communication skills, report and funding proposal writing.
* Experience in preparation of budgets for a medium or large organization, financial reporting and monitoring of budget and cash flows.
* Strong analytical ability and demonstrated ability to achieve efficiencies.
* Strong understanding and experience in use of computerized accounting systems, preferably Navision
* Dealing with different reporting requirements in multi-currency -donor projects.
* Proven record of supervising managing and training of staff
* Proven track record in designing and running training courses in finance, budget management and financial management systems
* Demonstrated ability to work autonomously but with a passion for mentoring and capacity building whilst fostering and promoting a positive and collaborative team environment
* Demonstrated ability to use initiative.
* Strong numeric skills, advanced excel spreadsheet skills including macros, and effectively used a recognized accounting package for generation of financial reports
 | Advanced level in MS officeRegional or International agency work experience with projects and regional programmes in the Pacific |

**Key Skills/Attributes/Job Specific Competencies**

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

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| Expert level | * Accounting policy and procedures and standards
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| Advanced level | * Budget management for multi-donor projects
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| Working knowledge | * Donor reporting and budget monitoring
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| Awareness | * SPC Regulations and Policies, Project management and project cycles, development project financial management
* SPC Regulations and Policies
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**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

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| **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.