



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Programme Accountant</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Geoscience, Energy and Maritime (GEM)</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Reporting to:</b>	<i>Finance Team Leader - GEM</i>
<b>Number of Direct Reports:</b>	<b>2-3</b>
<b>Purpose of Role:</b>	<i>The Programme Accountant is responsible for effective financial management, including financial risk assessment, monitoring of internal control, and ensuring the adherence to relevant accounting policies and procedures in the division.</i>
<b>Date:</b>	<i>March 2024</i>

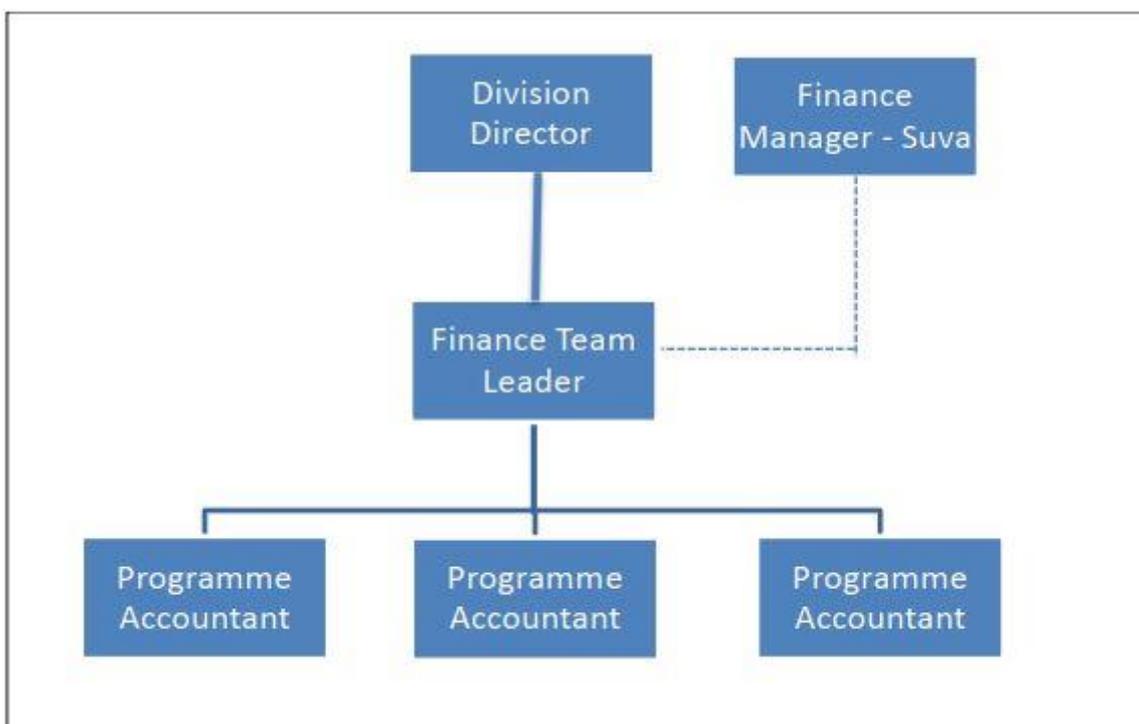
### Organisational Context and Organisation Chart

The position of division Programme Accountant is a key role in the provision of quality finance services to all SPC. The programme accountant is responsible for ensuring providing relevant support to Finance Team Leader for implementation of divisions programme. This role would provide necessary support towards the benefits and responsibilities related to the shared services way of working.

The Shared Services way of working within SPC is new and it aims to bring the expectations of the divisions and corporate or central finance expectations within OMD into alignment, and to build a strong shared services model from which these services may be jointly delivered. It is a significant change project in both culture as well as in the way work is done.

This role will provide financial support to the Geoscience, Energy and Maritime (GEM) division. GEM provides critical data, applied science and technical solutions to member countries to overcome some of the greatest challenges they face. The Pacific is the frontline of climate change, and the applied science work and results GEM achieves, improves the lives and livelihoods of Pacific people. GEM works in partnership with countries to better understand their challenges whilst supporting and developing innovative solutions.

GEM is composed of four main programmes: Disaster and Community Resilience; Georesources and Energy; Oceans and Maritime and Earth and Marine Observation. The Directors Office provides cross divisional support and strategic direction across the programmes and cross-cutting projects. Working with all 22 PICTs, GEM has strong partnerships with regional, sub-regional and national entities working in the sector. GEM staff are based primarily in Fiji.



**Key Result Areas (KRAs):**

- 1) Financial, Planning, Monitoring and Reporting (25%)
- 2) Divisional, Project and Program Financial Management administration support (25%)
- 3) Compliance, Risk Management and Business Process (20%)
- 4) Procurement, Grant and Administration Services (20%)
- 5) People Management (only if 2 or more staff report into the role) (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</b></p> <ul style="list-style-type: none"> <li>• Provide support to the Finance Team Leader with the development of annual budgets and allocation of available resources through integrated programming, business planning and project management processes.</li> <li>• Lead in all aspects of financial management of allocated programme portfolio in the division, including forecasting, monitoring of project executions, pipeline and financial analysis</li> <li>• Ensure integrity and accuracy of financial data in the financial system, including but not limited to cash management, project payables and receivables.</li> <li>• Designing and implementing financial monitoring and reporting across all income</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate submission of regular financial progress and project/programme financial reports in accordance with donor requirements and to internal stakeholders.</li> <li>• Regular review meetings are held with the Finance Team Leader to ensure core and programme/project funds are managed effectively and efficiently.</li> <li>• Annual Budgets are finalized and loaded in the financial system.</li> <li>• Clean project financial audits or other divisional external and internal audits and report on internal control issues/new considerations where required</li> </ul>

<p>and expenditure streams to meet with SPC and donor audit requirements.</p> <ul style="list-style-type: none"> <li>• Support audit exercises and ensure maximum level of compliance</li> <li>• Monitor service delivery and customer responsiveness</li> <li>• Ensure systematic filing of all financial and procurement documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings with Division Director and team leaders are held to monitor activity performance</li> <li>• Cash flow monitored and invoices dispatched to donors in timely manner and team leaders are held to monitor activity performance</li> <li>• Cash flow monitored and invoices dispatched to donors in timely manner</li> <li>• Timely, quality and relevant advice provided for: <ul style="list-style-type: none"> <li>○ financial and procurement planning</li> <li>○ financial strategies</li> <li>○ financial management and procurement policy and procedures</li> </ul> </li> </ul>
<p><b>KRA 2: Divisional, Project and Program Financial Management administration support</b></p> <ul style="list-style-type: none"> <li>• Provide appropriate coordinated support to divisional staff, working across programme areas on donor requirements in programme planning, delivery and financial administration of all donor-funded projects,</li> <li>• Liaise with team leaders, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.</li> <li>• Work with the Procurement and Finance office to provide support to Project managers in resolving Procurement and Finance and contract management issues.</li> <li>• Deliver briefings on Finance and Procurement policies and procedures for users within the Division.</li> <li>• Assist and guide divisional finance staff on finance functions and capacity building in member / beneficiary countries.</li> <li>• Support Finance Team Leader Take lead in the SPC shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Jobholder has a detailed and accurate understanding of current procedures.</li> <li>• Accurate financial advice information is provided to the management team to facilitate decision making.</li> <li>• Division well represented in cross-program and cross-divisional activities</li> <li>• Financial acquittal processes working well.</li> <li>• Quality advice, (financial and procurement) provided to the division SMT and staff including preparation of budget proposals, project financial reports, and on policies concerning accounting, financial control and risk management and procurement guidance and compliance.</li> <li>• Meeting key divisional staff on regular basis to provide the adequate guidance, support to resolve issues throughout the project life cycle.</li> <li>• Oversee the execution of procurement and finance actions and address any divisional issues. Provide timely advice concerning Divisional Operational and Project financial and procurement targets when required</li> <li>• Job holder is part of all relevant shared services working group.</li> </ul>
<p><b>KRA 3: Compliance, Risk Management and Business Process</b></p> <ul style="list-style-type: none"> <li>• Maintain the accuracy of the division's project finance information, within Navision and other systems,</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining appropriate reports and system for financial tracking to ensure accurate financial information is reflected in systems.</li> </ul>

<ul style="list-style-type: none"> <li>• Implementation of appropriate systems and internal controls within the Division.</li> <li>• Collaborate with internal stakeholders where instances of internal control weaknesses are found in order to strengthen these.</li> <li>• Contribute to the division’s risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan.</li> <li>• Provide support for the review and implementation of applicable SPC policies as required, including ensuring compliance of the requirements of the policies in the division and taking remedial actions where needed</li> </ul>	<ul style="list-style-type: none"> <li>• Job holder reviews and implements the recommendations from the internal audit report to strengthen internal control.</li> <li>• Establish, operate and maintain a financial risk management system designed to identify potential risks.</li> <li>• Jobholder successfully participates and contributes to working groups for systems review and policies.</li> <li>• Meetings held with key management staff in the division and financial and compliance risk matters discussed and addressed where required.</li> <li>• No qualified audit opinion relating to compliance.</li> </ul>
<p><b>KRA 4: Procurement, Grant and Administration Services</b></p> <ul style="list-style-type: none"> <li>• Ensure all procurement and grant processes undertaken by the division, are in line with SPC and donor policies and procedures</li> <li>• Facilitate the preparation and monitoring of the Division’s annual procurement plan.</li> <li>• Support the corporate SPC annual procurement planning process as required.</li> <li>• Monitor all procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow-up action.</li> <li>• Prepare grant requests and associated requirements for the Procurement Committee vetting process and consequently the facilitation of signing process with partner</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement &amp; Grants processes run smoothly, with procurement committees supported with supporting documents, contracts comply with procurement policy and are monitored as per terms of reference.</li> <li>• Annual Procurement Plan completed at required standard.</li> <li>• Working with Procurement Office to ensure timely procurement briefings and appropriate training is provided to the Division.</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 draft LOAs and MOUs with development partners and national stakeholder</li> </ul>
<p><b>KRA 4: People Management</b></p> <ul style="list-style-type: none"> <li>• Creating a team environment that fosters and develops effective working relationships and high performance.</li> <li>• Manages staff performance and supports training and development</li> <li>• Conducts fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance. Monitoring the performance and workloads of staff members and service providers to ensure that objectives are met</li> <li>• Supports the health and safety and well-being of employees in the way they manage and monitor the team</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring, coaching and guidance is provided to staff on a timely basis.</li> <li>• Financial training on budgeting and support is provided to divisional staff to ensure compliance with SPC procedures.</li> <li>• Ensures corporate requirements are met individually and as a team including the performance planning and assessment cycle</li> <li>• Performance issues are addressed in a timely manner.</li> <li>• Health and safety risks, issues and hazards are reported and addressed</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):

- Facilitating several project audits simultaneously
- Ensuring that payments requests and reporting are in accordance with donor reporting requirements
- Clearing of management letter points arising from audits especially on donor engaged audits.
- Consolidating country reports and reconciling their acquittals
- Ensuring that budgets are correct whether it be through proposal budgets / programme budgets and monitoring of budgets

### 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>• Donor country reps.</li> <li>• Regional agencies</li> <li>• Auditors</li> <li>• Bank officials</li> <li>• Suppliers/Vendors</li> <li>• Member Country Finance Staff</li> <li>• NGOs/ CROP Agencies</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements</li> <li>• Interacting, advising, gaining assistance, resolving minor conflicts, negotiating</li> <li>• Explain procedures and the purpose of financial regulations, MOUs</li> <li>• Liaise and dialogue</li> <li>• Facilitation and negotiating</li> <li>• Conflict resolution</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Leadership Team in the division</li> <li>• Central Finance Team</li> <li>• Central Teams including ICT, HR,</li> <li>• Administration and</li> <li>• Procurement</li> <li>• SPC Noumea / Suva Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Team working, collaborating, advising, receiving and providing technical input</li> <li>• Courtesy, giving and receiving information, explaining things to people, clarifying needs</li> <li>• Interacting, advising, gaining assistance, resolving minor conflicts, negotiating</li> <li>• Liaising to get budget parameters; obtaining reports; generating internal reports for management, obtain</li> <li>• Liaise and dialogue</li> <li>• Facilitation and negotiating</li> </ul>

### Level of Delegation:

Routine Expenditure Budget: <Nil>

Budget Sign off Authority without requiring approval from direct supervisor: <Nil >

## 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>Degree in accounting, finance, business administration,</li></ul>	<ul style="list-style-type: none"><li>Audit qualifications</li><li>membership to professional accounting firms</li><li>working knowledge in non-profit / intergovernmental organization</li></ul>

### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"><li>At least 5 years of experience of demonstrated professional experience and competence in same field</li><li>Experience in financial reporting, compliance, and business processes for projects funded.</li><li>Experience in preparation of budgets for a medium or large organization, financial reporting and monitoring of budget and cash flows.</li><li>Analytical ability and demonstrated ability to achieve efficiencies with attention to detail.</li><li>Strong understanding and experience in use of computerized accounting systems, preferably Navision</li><li>Dealing with different reporting requirements in multi-currency -donor projects.</li><li>Proven track record in designing and running training courses in finance, budget management and financial management systems</li><li>Strong numeracy skills, advanced excel spreadsheet skills including macros, and effectively used a recognized accounting package for generation of financial reports</li></ul>	<ul style="list-style-type: none"><li>Be used to working in dynamic and challenging environment, committed to provide excellent service to clients, be highly motivated and organized, with a strong work ethic</li><li>Proactive attitude to problem solving and an inclination to work smart as part of a competent team</li><li>Excellent interpersonal, written, and verbal communication skills in English</li><li>Navision accounting system user</li><li>A working knowledge of the Pacific with experience working with finance in multiple Pacific Island countries.</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>• Accurate and effective processing of financial data according in accordance with SPC processes and donor requirements</li><li>• Strong analytical skills for financial and non-financial information and undertake trend analysis</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Ability to analyze and assess financial information.</li><li>• Ability to manage budgets</li></ul>
Working knowledge	<ul style="list-style-type: none"><li>• Accounting practices</li><li>• Financial systems software</li><li>• Corporate policies, rules and regulations</li><li>• International and local banking procedures</li><li>• Understanding of exchange rates – foreign currency</li><li>• Ability to deal with confidential information</li><li>• Good oral and written communication skills</li><li>• Knowledge of working with project finances, project management and budgets</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPC Regulations and Policies</li><li>• IPSAS accounting standards</li><li>• Organizational vision</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
- 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.