



JOB DESCRIPTION

Job Title	Adviser – EU Finance and Business Process
Division (and/or Project)	European Union Programme Management Unit (EU PMU)
Location	Suva, Fiji
Line/Hiring Manager	Principal Adviser, EU Project Management Unit
Number of Direct Reports	0
Purpose of role	<p>The EU Finance and Business Process Adviser will be part of the European Union Project Management Unit (EU PMU) and reports to the Principal Adviser of this unit, while also working under the technical supervision of the Finance Manager and the Procurement Manager. The purpose of the EU PMU is to provide support to Divisions in ensuring effective implementation and contractual compliance of EU-funded projects.</p> <p>The primary role of this position is to ensure the EU project implementing teams across the organisation receive the support, information and, when relevant, training in financial management of EU contracts in order to achieve effective implementation in compliance with contractual conditions related to finance and procurement. This will be done through ongoing advice and hands-on support as well as through coordinating and facilitating information and experience exchange, developing standardised guidelines and trainings, providing recommendations to address gaps in existing internal SPC policies and procedures, and review business processes impacting the EU funded projects for improvements.</p> <p>This position will work closely with the finance department in the Operations and Management Directorate, including the finance and procurement sections, as well as with the divisional finance teams and the EU project finance officers and project managers.</p>
Date	April 2023

Organizational Context and Organization Chart

The Pacific Community (SPC) is a regional organisation assisting Pacific Island countries and territories to achieve their development goals by delivering technical, scientific, research, policy and training services. The SPC works across the region to assist member countries to better manage vulnerability and risks such as those associated with climate change, natural disasters and water security, as well

as health, human rights, social development, education, environment and economic development, including through the implementation of national and regional donor-funded projects.

The European Union supports SPC in the financing of technical projects that meet the priorities of the Pacific region. Over the past several years, EU-funded projects were managed by the implementing divisions with varying degrees of compliance to financial management, procurement and standards policies. The purpose of the recently established EU PMU is to ensure that SPC effectively manages all EU-funded projects in a standard, centralised manner, and to drive greater levels of project execution.

The EU PMU is part of the Finance Department of SPC, but cooperates with and works across all technical Divisions and Programmes as well as the other Departments and Units in the Operations and Management Directorate, and provides strategic advice when relevant to the Executive and Senior Leadership Team.

Key Result Areas (KRAs):

1. Provide advice and support in EU financial management to technical and leadership teams ensuring EU grants are managed in full compliance with the financial requirements as laid down in the relevant EU agreements and SPC policies and procedures.
2. Strengthening the SPC capacity to meet contractual obligations with the European Union in finance and procurement related areas by developing guidelines and trainings.
3. Provide quality assurance of all upcoming EU-funded projects, ensuring that budgets, work plans, sub-granting schemes and procurement plans are of highest standards to cater for an excellent project execution and management.
4. Provide recommendations for improvements of existing systems, standards and procedures in SPC from a business process review perspective to meet contractual obligations in the most efficient way

Jobholder is accountable for (KRA Title and all subtasks in a KRA)	Jobholder is successful when (Success Measures)
<p>KRA 1 Provide advice and support in EU financial management to technical and leadership teams ensuring EU grants are managed in full compliance with the financial requirements as laid down in the relevant EU agreements and SPC policies and procedures.</p>	<ul style="list-style-type: none"> • The EU PMU is recognized as a service-oriented and competent business partner on financial and procurement related matters to all relevant stakeholders, internal and external • All EU-funded projects are implemented in accordance with the EU agreement, project budgets and operational policies and procedures of SPC related to financial and procurement management. • Expenditure forecasts and financial reporting deadlines are met on EU-funded projects. • All internal and external audits and expenditure verifications are carried out timely and in accordance with donor requirements
<p>KRA 2</p>	

<p>Strengthening the SPC capacity to meet contractual obligations with the European Union in finance and procurement related areas by developing guidelines and trainings</p>	<ul style="list-style-type: none"> • Identify and address capacity gaps in SPC related to efficient financial and procurement management of EU-funded projects. This could e.g. relate to time registration, full cost recovery, procurement procedures, filing systems, payment procedures etc. • Increasing awareness, knowledge and skills of EU project teams and finance staff in relation to EU contractual obligations related to finance and procurement • Build the capacity of SPC teams, e.g. through training events, to develop and implement cost-effective budgets for EU projects, following systems and procedures to avoid ineligible costs, conduct proper and manage the financial part of EU grants implementation as well as conduct timely and high-quality reporting and audits.
<p>KRA 3 Provide quality assurance of all upcoming EU-funded projects, ensuring that budgets, work plans, sub-granting schemes and procurement plans are of highest standards to cater for an excellent project execution and management.</p>	<ul style="list-style-type: none"> • When SPC signs grant contracts with the EU, they are based on high quality budgets, which are cost-effective , includes SPC support costs and full cost recovery commitments (to the extent possible) as direct costs, relates to realistic and efficient work plans, sub-granting schemes and procurement plans. • When new EU-funded projects are initiated, all related SPC staff members have the required knowledge and skills to implement the projects in full compliance with EU conditions and requirements related to finance and procurement.
<p>KRA 4 Provide recommendations for improvements of existing systems, standards and procedures in SPC from a business process review perspective to meet contractual obligations in the most efficient way</p>	<ul style="list-style-type: none"> • Identify and address SPC systems weaknesses and gaps – from a business process review perspective - related to efficient financial and procurement management of EU-funded projects.

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 (Work Complexity):

- Working with and influencing across multiple divisions in ensuring the meeting of EU conditions and contractual requirement related to financial execution, grant management and reporting
- Management of high workloads, delivering and balancing the expectations of different internal and external stakeholders.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • EU Delegation in Suva and e.g. EU office in Noumea • ACP Secretariat and e.g. EU Brussels • Regional organisations, CROPs • National governments and implementing partners • Consultants and firms 	<ul style="list-style-type: none"> • Consultation, negotiation, influencing • Reporting • Providing support and advising • Seeking advice, learning, cooperation
Internal <ul style="list-style-type: none"> • EU PMU staff • Finance Director and SPC Operations and Management teams • EU project staff and divisional finance staff 	<ul style="list-style-type: none"> • Daily advisory role on execution of projects and the interpretation of EU contractual arrangements related to financial matters and set-ups. • Team work collaboration, information sharing, development of solutions for more efficient financial management of EU projects • Hands-on support, respectful cooperation, listening, clarifying and liaising

Level of Delegation:

The position holder will have the delegated authority to:

- Provide subject matter expertise for financial management and delivery of EU funded projects at SPC, with around Euro 85 million portfolio spread over next few years
- Sign off of budgets for new EU funded projects in conjunction with EU PMU principal advisor, project managers and divisional directors
- Sign off financial reports to the EU in conjunction with EU PMU principal advisor, project managers and divisional directors

Person Specifications:

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, financial management or related field relevant to financial or programme management 	<ul style="list-style-type: none"> Procurement, business administration or operations certificate or diploma Tertiary qualification in finance, accounting or administration.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 8 years in a project management or advisory unit working with large and complex EU or other donor-funded multi-beneficiary projects Experience in identifying gaps in systems and procedures, reshaping and implementing change successfully Experience with supporting EU projects, including EU financial reporting requirements and EU procurement requirements. Good understanding of procurement procedures and processes. Good understanding of EU conditions, organisation, funding frameworks, processes and agreements Good understanding of auditing procedures and requirements Direct experience in accounting and financial reporting procedures Excellent communication skills in English (oral and written). Initiative and ability to determine and achieve objectives. Affinity for team work, with good communication and analytical skills. 	<ul style="list-style-type: none"> Experience with and understanding of Pacific Island country development issues, particularly in the areas of fisheries (oceanic and coastal) and natural resource management. Experience working under the PAGO DA regime of the EU Experience with the development and implementation of procurement plans, drafting ToR/RfPs, evaluating and drafting contracts Direct experience with preparing financial reports for large externally funded projects. Communication skills in French

Key Behaviours

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

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.