



Pacific  
Community  
Communauté  
du Pacifique

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance, Administration and Media Archival Assistant</b>
<b>Division:</b>	Communications Division
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Director Communications (and matrix reporting to Team Leader Pacific Way)
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	<p>The position is part of a dynamic and innovative team that will drive and support genuine impact across SPC and the region over the coming years. The role will anchor administrative coordination of the Communications Division, support the Directors office and lead the overall coordination of finance and archival management for the team. It will be responsible for supporting the administrative and financial delivery of a range of Communications projects in accordance with SPC and Donor requirements including archival management of the office and Pacific Way, SPC's premier television program. Responsibilities include administrative support to the Director of Communications including support for scheduling, travel, coordination and preparation of necessary briefing information and meetings. The role also includes financial management of project accounting, procurement, finance and reporting, audit, and budgetary controls, office administrative management, training and support for the broader communications community of practice in harmonised financial and procurement processes in line with SPC policies and procedures. This will also include management of archival databases for Pacific Way content coordinated by the Team Leader Pacific Way, Digital Media Reporter and the AV assistant.</p>
<b>Date:</b>	February 2024

### Organizational Context and Organization Chart

The SPC Communications Division covers the entire organisation and this role will be in a dynamic and progressive team focused on ensuring the voice of Pacific people and stories are heard both across the region and globally.



#### Key Result Areas (KRAs):

The position of **Finance, Administrative and Archival Assistant** encompasses the following major functions or Key Result Areas:

1. Financial and procurement support services and reporting (50%);
2. Travel, logistics, administration and operations services (15%); and
3. Media archival coordination and support (35%).

*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 and procurement support services:</b></p> <p>Finance</p> <ul style="list-style-type: none"> <li>• Monitoring expenditure against approved budget on a monthly basis and providing related advice to the Director.</li> <li>• Develop donor funding reporting as needed for annual reporting to key partners.</li> <li>• Assist the Director to develop full cost recovery (FCR) models for Communication services. Manage the FCR administration in accordance with finance requirements.</li> <li>• Conduct financial analysis of project delivery for decision-making and planning of budgets for coordinated project delivery across SPC</li> <li>• Ensure financial transactions SPC's financial policies and guidelines.</li> <li>• Facilitating travel cash advances where required and follow up on related acquittals.</li> <li>• Process all payment requests for the Director's approval.</li> <li>• Facilitating internal debit-note and cost recovery of communications activities and ensure payments are received.</li> <li>• Facilitate financial management of Pacific Way projects across all Divisions and with external partners in partnership with Team Leader Pacific Way</li> </ul>	<ul style="list-style-type: none"> <li>▪ Donor reports are submitted on time with reconciled figures from SPC systems alongside the communications reporting elements.</li> <li>▪ Internal reports are accurate and in line with donor agreements, work plans and SPC rules and regulations</li> <li>▪ Expenditures are charged correctly and in accordance with approved budget codes in a timely manner</li> <li>▪ Payments are executed in a timely manner</li> <li>▪ FCR recoveries are done in a timely manner and are delivered to the account in the correct timeframes</li> <li>▪ Commitment listings are up to date with no prior year end dates.</li> <li>▪ Acquittals for advances and travel for Directors Office are submitted within 7 business days and accurate</li> <li>▪ Project procurement is undertaken in and effective and efficient manner and managed in accordance with the SPC Procurement Policy</li> <li>▪ All contracts are maintained in a database and managed including procurement documents</li> <li>▪ Communication stakeholders' administrative needs supported.</li> <li>▪ Assets and materials procured and managed well in liaison with relevant</li> </ul>

<ul style="list-style-type: none"> <li>• Working closely with OMD finance team on budget work planning,</li> <li>• Support the director in resource mobilisation work.</li> </ul> <p>Procurement</p> <ul style="list-style-type: none"> <li>• Supporting the delivery of financial and procurement reports using SPC financial systems</li> <li>• Ensure procurement transactions comply with SPC's procurement policy and guidelines.</li> <li>• Verifying requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and preparing timely and accurate purchase orders and ensure commitment lists remain accurate</li> <li>• Ensuring commitment lists are run regularly and all Purchase Orders are cleared in a timely manner.</li> <li>• Sourcing valid quotations from reliable service providers</li> <li>• Supporting and building capacity internal communications teams on finance and procurement including RFQ, RFP, LPO and debit note FCR processes to deliver on SPC procurement and financial requirements.</li> <li>• Provide mentoring and capacity building support to SPC communications teams as necessary, including support for procurement for communications practitioners as One SPC.</li> <li>• Providing backstopping support to other communications teams within SPC.</li> <li>• Any other tasks assigned by the supervisor</li> </ul>	<p>internal and external stakeholders particularly fin partnership with Team Leader Pacific Way and studio audits.</p> <ul style="list-style-type: none"> <li>▪ Communications Community of Practice have the capacity to deliver on SPC procurement and financial requirements.</li> <li>▪ SPC Communication teams access mentoring and capacity support when needed.</li> </ul>
<p><b>KRA#2: Travel, administration and operations services</b></p> <ul style="list-style-type: none"> <li>• Managing travel requirements for Directors Office, including liaising with travel agents on itinerary and tickets.</li> <li>• Support team travel where needed for the Communications Divisional team and at times external parties funded by other budget codes.</li> <li>• Ensure travel is budgeted for and in line with work plan.</li> <li>• Supporting the development of budgets for regional workshops, field travel needs, resource mobilization submissions and projects underway within SPC.</li> </ul>	<ul style="list-style-type: none"> <li>• Directors and project travel is effectively managed, acquitted and cleared in line with SPC policies and process.</li> <li>• Management of travel for communications activities for external partners is managed in line with SPC rules and process.</li> <li>• Travel arrangements and workshop logistics are in accordance with SPC policies.</li> <li>• Administration functions successfully managed.</li> <li>• Directors Office scheduling (management of calendar), brief management, and</li> </ul>

<ul style="list-style-type: none"> <li>• Provide facilitation and logistical support to Regional and National Workshops, including securing workshop venues, accommodation and other services for internal and external events.</li> <li>• Preparing Country Circulars, travel protocol letters etc to SPC focal points to advise on workshops and events.</li> <li>• Working closely with SPC's Travel team on all requests</li> <li>• Managing day-to-day administration and operations work</li> <li>• Managing and monitoring project filing systems, including the archiving and backup of project documents, information and data in a format suitable for supporting mid-term and terminal evaluations.</li> <li>• Effectively managing Pacific Way and SPC communications assets records.</li> </ul>	<p>administrative needs are carried out in a timely and proactive manner.</p> <ul style="list-style-type: none"> <li>• Office is administratively supported for its day-to-day needs.</li> <li>• Project documents, data and information properly filed and managed in Teams system and Teams is used by the entire team for knowledge management reasons.</li> <li>• Official and unofficial communications are drafted and disseminated in timely manners.</li> <li>• Training on teams and setting up of effective systems are done so in a timely and coordinated manner.</li> </ul>
<p><b>KRA#3: archival coordination support</b></p> <ul style="list-style-type: none"> <li>• Working with the Pacific Way Team and the Communications Divisional teams management of uploading and correct cataloguing of media archives. This includes ensuring the process is followed, data entry and supporting training and roll out of this system to the broader communications community in SPC and CROP partners.</li> <li>• Ensuring Pacific Way, Communications Division and divisional teams are uploading content in the established saving mechanisms in a timely manner</li> <li>• Working with the Director of Communications to manage the financial support on the Pacific Way digitisation project</li> </ul>	<ul style="list-style-type: none"> <li>▪ Media archive is up to date and effective in terms of access and use by the Divisions and SPC</li> <li>▪ Payments and project logistics for Pacific Way digitization project are timely and correct</li> <li>▪ Saving of media assets meet the required standards and are in line with saving mechanisms</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):**

- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritization in an often-intense environment for time and attention
- Managing administrative needs of donor, SPC and country requirements
- Providing sound and timely technical advice on project finances, procurement and administration requirements
- Providing sound and timely advice on donor agreements, requirements and policies
- Providing capacity building and backstopping support to staff responsible for the financial management and administration of local and remote projects (including both SPC staff and country counterparts).

#### **Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>SPC Focal Points</li> <li>Regional partners and donors</li> <li>Contractors and consultants in project countries</li> <li>Suppliers and service providers in project countries</li> <li>Private sector</li> </ul>	<ul style="list-style-type: none"> <li>Direct in-country liaison</li> <li>Direct on-island interaction for consultation, planning and project implementation in terms of finance and administration and meeting management</li> <li>Preparing reports and supporting documentation</li> <li>Explaining, providing feedback on the project, particularly financial advice</li> <li>Explaining, providing information and advice especially relating to budgets and payments</li> <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> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>SPC Finance, Travel, and Procurement units</li> <li>Procurement officer</li> <li>Project Team members from Divisions</li> <li>Divisional Team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork, 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> </ul>

#### Level of Delegation:

Routine Expenditure Budget: None

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

#### 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 a relevant field such as accounting, financial management or business administration, international business, or equivalent experience (5-7 years).</li> </ul>	<ul style="list-style-type: none"> <li>Professional Accounting Membership</li> </ul>

#### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 5 years of experience in project finance and administration</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work under minimum supervision</li> </ul>

<ul style="list-style-type: none"> <li>▪ Sound experience in project finance and administration</li> <li>▪ Demonstrated experience in donor project finance and administration</li> <li>▪ Demonstrated experience in financial audit administration</li> <li>▪ Sound experience in logistics management inclusive of travel for workshops and training programs</li> <li>▪ Demonstrated knowledge management and office administration experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good team player</li> <li>▪ Good working knowledge of the Pacific</li> <li>▪ Experience in Regional and International organization will be an added advantage</li> <li>▪ Experience with Relevant Donor project</li> </ul>
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### 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>• Financial systems</li> <li>• Professional skills</li> <li>• Planning and organising</li> <li>• Prioritization of tasks</li> <li>• Project administration and support</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Attention to detail</li> <li>• Decision making/problem solving</li> <li>• Report writing</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Negotiation</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</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
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

#### **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.