



JOB DESCRIPTION

Job Title	Finance and Administration Assistant
Division	Human Rights and Social Development
Location	Suva, Fiji
Line/Hiring Manager	Finance and Administration Officer
Purpose of role	Provide finance, accounting and administration support to HRSD projects in areas such as preparing regular financial reports in accordance with the donor and corporate requirements; assisting in budget and audit preparations; assist with events and logistics for all activities; and provide overall Administration and accounting support to the division.
Date	June 2022

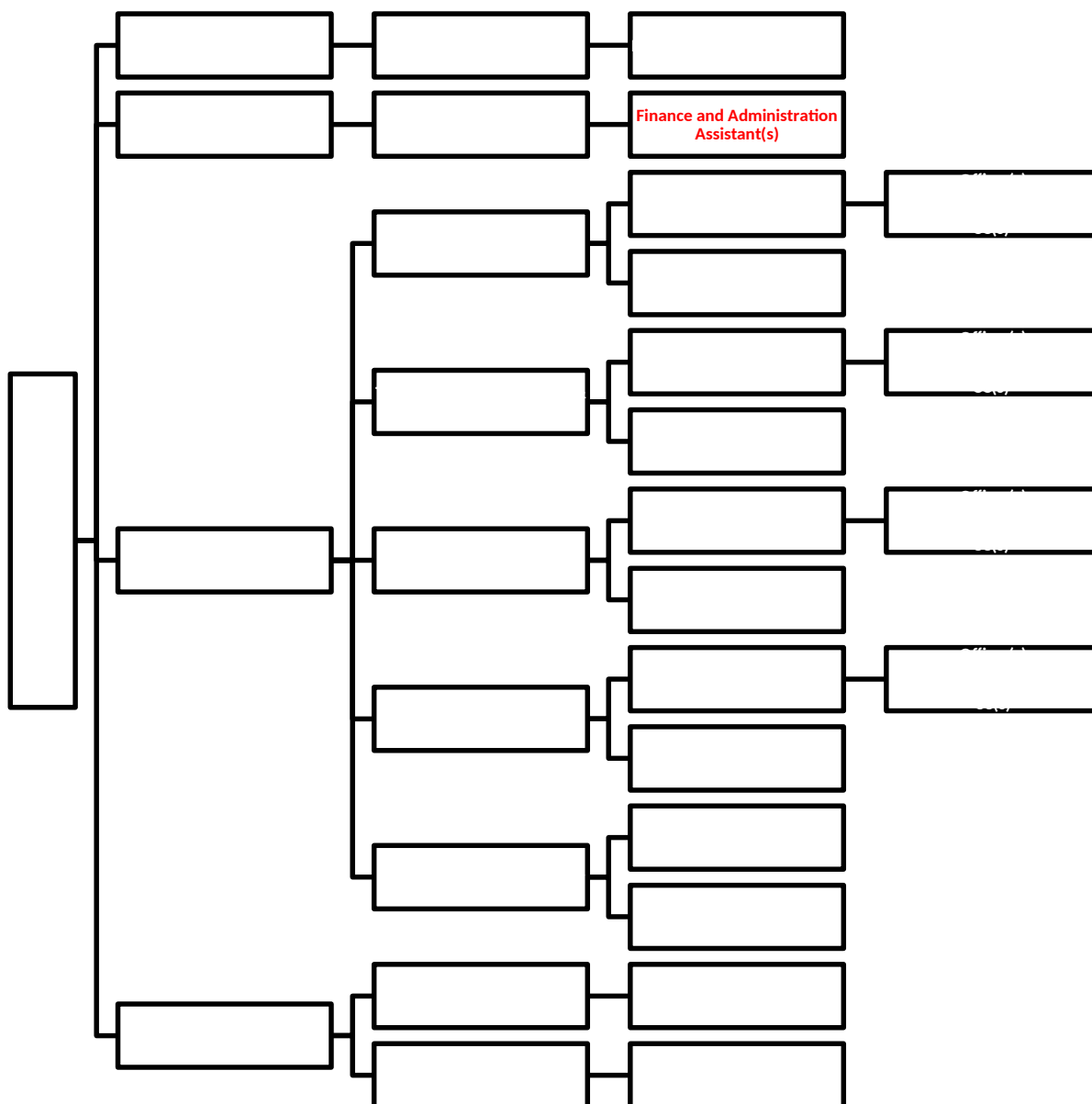
Organizational Context and Organization Chart

The vision of the Human Rights and Social Development Division 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.

The Division 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. Assistance of the team occurs with 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 the Division 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.



Key Result Areas (KRAs):

1. **KRA 1:** Project Finance and Administration (25%)
2. **KRA 2:** Workshop, Travel, Logistics and Administration Support (40%)
3. **KRA 3:** Country Project Support (35%)

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

Key Result Areas	Jobholder is successful when
KRA 1: Project Finance and Administration (25%)	
<ul style="list-style-type: none"> Assists in compiling donor reports Assists in compiling activity plan budgets, including national and regional workshop budgets; Attends to financial queries raised by project team, donors, SPC corporate; Assists with project audits in line with donor requirements as per grant agreement; Assists and liaises with auditors on queries; Ensures all expenditures are charged to the 	<ul style="list-style-type: none"> Project reports are approved by donors/management. All postings done accurately and in a timely fashion. Audit Queries resolved in a timely manner. All payments are made using the correct project codes and correct bank accounts. Acquittals have proper documentation

<p>correct budget lines as per the nature of activities budgeted;</p> <ul style="list-style-type: none"> • Ensures all project related documents are filed properly. • Maintains fixed assist register for project based in country. 	<p>with summary of cost and compiled accurately.</p> <ul style="list-style-type: none"> • All audit reports are easily retrievable • Filings are done in a timely manner • Asset Register is always up-to-date.
Key Result Area 2: Workshop, Travel, Logistics and Administration Support (40%)	
<ul style="list-style-type: none"> • Assist with communications such as Government Protocol letters and Administrative Notes as and when required • Organize travel and events ensuring adherence to SPC procedures for procurement and travel; • Ensures timely disbursement of per diems and support to workshop participants as per policy in an accountable and transparent manner, followed by proper acquittal submission, keeping security in mind at all times; • Sets agendas, takes minutes and organizes files for SPC internal meetings; • Any other administrative tasks as required 	<ul style="list-style-type: none"> • Workshops/ training /events budgets are developed with few errors and are accepted by Finance and Administration Officer and Director. • Workshops / training /events run smoothly as all logistics completed in a timely and successful manner. • Workshop participants are informed of events/ administrative arrangements in a timely and accurate manner – evidenced by few participant complaints. • Liaison with project vendors, consultants, partners, etc. is courteous and professional evidenced by positive feedback.
Key Result Area 3: Country Project Support (35%)	
<ul style="list-style-type: none"> • Verify and reconcile Country Focal Officer (CFO) activity advance acquittals as per reporting templates. • Assist CFOs in compiling activity budgets. • Assist CFOs from in-country or distantly in terms of in-country activity logistics • Ensure timely processing of purchase order and payment requests for in-country activities • Provide necessary training to country based staff in terms of SPC Procurement and Finance rules and policies, under the supervision of the Finance and Admin Officer. • Assist CFOs as and when required 	<ul style="list-style-type: none"> • CFOs are able to use the budgeting and reporting template correctly and report accordingly. • Country projects' budget / finance issues resolved in a timely manner. • Cash advanced to countries in timely manner • Post acquittals on a timely manner • Country staff are aware of SPC Policies • CFOs are confident of support from Suva office at all times

Most Challenging Duties Typically Undertaken (Work Complexity):

- Developing a good understanding of MOU requirements for financial implications, reconciliation and reporting.
- Assist in facilitating several project audits simultaneously.
- Assist in consolidating up to 10 CFO reports and reconciling their acquittal.
- Ensuring that all activities are coordinated with office staff and country partners, with many different stakeholders involved
- Ensuring correct Data Entry for reporting
- Other 'urgent' duties delegated by Professional Officers from time to time when the need arises, and which often take priority over core responsibilities
- Back stop other members of the team as and when required

Functional Relationships & Relationship Skills:

Key internal and / or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Donors • Auditors • Project partners/grant recipients • SPC member-country staff • Consultants and professional advisors • Banks 	<ul style="list-style-type: none"> • Courtesy, giving/receiving information, liaising, advising, explaining things to people, and facilitating. • Providing financial support to project officers where needed. • Provide/seek/receive/process information.
Internal <ul style="list-style-type: none"> • HRSD Director • SPC finance staff at Suva, project office in Fiji, FSM, Solomon and Noumea office • HRSD staff • Suva HR, Procurement and Administration 	<ul style="list-style-type: none"> • Team working collaborating, advising, receiving and providing technical input. • Interacting, advising, gaining assistance, resolving minor conflicts and negotiating.

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • A degree in finance, administration, accounting, or equivalent work experience. 	<ul style="list-style-type: none"> • Professional accounting body CPA membership

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 3 years' experience and demonstrated competence in same field. This includes project accounting and expertise in working with different donors. • Sound collaboration and team working skills • Strong analytical ability and demonstrated understanding of complex accounting or finance issues in a development context. • Fluency in English. 	<ul style="list-style-type: none"> • Experience in the Pacific Islands region. • Demonstrated experience in working with international or regional organisations. • Demonstrated knowledge of Navision, Power BI, Jet Reports and SharePoint. • Advanced excel skills • Fluency in French. •

Key Skills/Attributes/Job Specific Competencies

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

Expert level	Accurate and effective processing of financial data according to international accounting standards
Advanced level	
Working Knowledge	Effective communicator and team player
	Knowledge of International and local banking procedures

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Leadership
- Promotion of Equity and Equality
- Teamwork
- Supervision/Management (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.