



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance and Administration Assistant</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Educational Quality and Assessment Programme (EQAP)</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Reporting to:</b>	<b>Finance Officer</b>
<b>Number of Direct Reports:</b>	<b>None</b>
<b>Purpose of Role:</b>	Provide finance, accounting and administration support to EQAP program/projects in areas such as preparing regular financial reports; assisting in budget and audit preparations; assist with events and logistics and provide overall administration and accounting support to the division.
<b>Date:</b>	June 2023

### Organisational Context and Organisation Chart

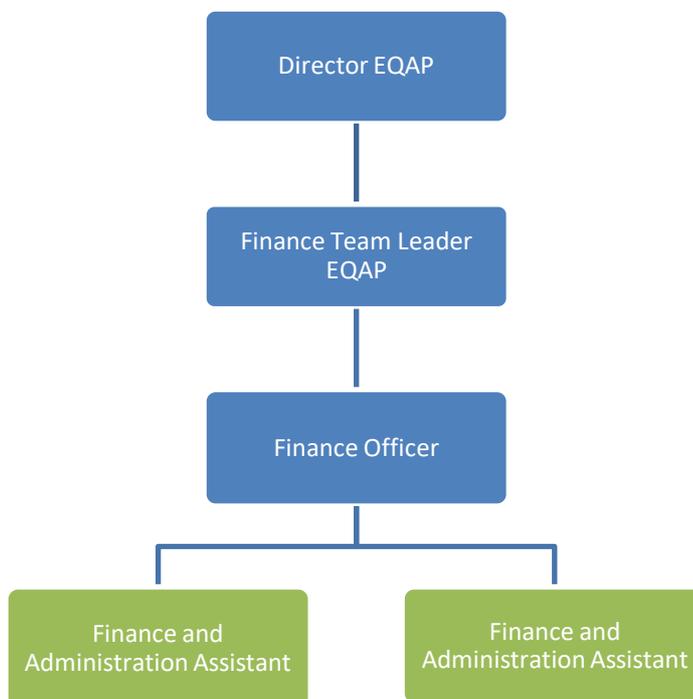
The Pacific Community (SPC) is an international organization working for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. SPC has 26 member countries and territories including 22 Pacific Island members.

#### Background information concerning the position

The vision of the Educational Quality and Assessment Programme (EQAP) is to be 'the agency for educational quality in the Pacific region'. Its mission is to enhance the quality of education and training for Pacific learners, so they realise the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC's corporate values:

- a culture of quality
- a culture of continuous improvement
- cultural and political sensitivity
- respect for the autonomy and priorities of the education system in each Pacific island country and territory (PICT); and
- assimilation of the expressed needs of countries in its delivery of technical services.

**Organisation Chart**



**Key Result Areas (KRAs):**

The position of **Finance and Administration Assistant** will work closely with the EQAP Finance Officer and Finance Team Leader to address the following Key Result Areas:

1. **KRA 1:** Project Accounting Support (30%)
2. **KRA 2:** Provide Financial Management and administration support (30%)
3. **KRA 3:** Provide support for Financial Accounting for regional activities (25%)
4. **KRA 4:** Provide Financial Support to EQAP programme and project activities (15%)

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1 Project Accounting Support (25%)</b></p> <p><b>Donor Reporting</b></p> <ul style="list-style-type: none"> <li>• Assists in compiling information for preparation of donor reports</li> <li>• Assists the Team Leader in compiling work plan budgets of project and monitor project implementation</li> <li>• Attends to financial queries raised by project team, donors, SPC corporate</li> <li>• Assist with regular cash flow management of the Division</li> <li>• Procurement carried out in accordance with SPC procurement policies and donor requirements where applicable.</li> </ul> <p><b>Auditing</b></p> <ul style="list-style-type: none"> <li>• Assists in reconciliation and compiling of financial reports (audit-ready accounts) for project audits</li> <li>• Assists and liaises with auditors on queries</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely donor reports prepared and sent to donors as per donor requirements</li> <li>• Donor acquittal reporting has all certified document copies with reconciliations</li> <li>• Project reports are approved by donors/management</li> <li>• All postings done accurately and in a timely fashion</li> </ul> <ul style="list-style-type: none"> <li>• Audit Queries resolved in a timely manner</li> <li>• Nil Management letter issues</li> </ul>

<ul style="list-style-type: none"> <li>• Prepares all necessary reconciliations for audit purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness in terms of financial reports being prepared, audited and submitted to donor within the required timeframe</li> </ul>
<p><b>KRA#2 Provide Financial Management and administration support (30%)</b></p> <p><b>Provide financial management support</b></p> <ul style="list-style-type: none"> <li>• Work with finance officer to: <ul style="list-style-type: none"> <li>○ oversee overall program and project budget revisions, relocations, monitoring and management for program/ project costed workplans.</li> <li>○ monitor financial performance/progress, including reconciling program/ project payments to cash book and reporting and program/ project bank reconciliations.</li> <li>○ organise and oversee external audits, in accordance with SPC and donor requirements.</li> <li>○ request funding from donor as per grant agreement.</li> </ul> </li> </ul> <p><b>Provide financial administration assistance</b></p> <ul style="list-style-type: none"> <li>• Take responsibility for all purchase requisition, invoicing, receipting, payments and reconciliation for all program/project related activities (including posting all program/project vouchers, receipts, invoices, etc.)</li> <li>• Assist with arrangements for travel for staff and participants, in particular, in relation to processing per diems and any other travel related expenses and following up on program/project staff acquittals.</li> <li>• Maintain program/ project finance information within Navision and other systems, ensuring all financial records are accurate and are stored and managed in accordance with program/project and SPC requirements (including with adequate evidence of implementation as is required for audit purposes).</li> <li>• Compile supporting documentation for audits.</li> <li>• Attend to financial queries raised by program/project team, donors, SPC corporate, auditors and project evaluators.</li> </ul>	<ul style="list-style-type: none"> <li>• Program and Project budget forecasts are regularly updated and are presented in a format that helps inform decision-making.</li> <li>• Monthly reporting to Team Leader Finance and where relevant to SPC-Finance regularly provided in a timely manner and meet management needs.</li> <li>• Financial reports drafted for the donor are accurate and meet donor requirements.</li> <li>• External audits are conducted efficiently and effectively as per procedures of SPC and the donor</li> <li>• Funding requests to the donor is timely and accurate.</li> <li>• Payments processed and monitored, and transactions are verified with minimum errors.</li> <li>• Program and Project account transactions are reconciled monthly.</li> <li>• Staff and participant travel expenses are efficiently managed, and staff acquittals are updated on a monthly basis.</li> <li>• Financial records are complete, transparent and accessible to current staff and future staff following closure of the project.</li> <li>• Program and Project financial queries are responded to comprehensively without undue delay.</li> </ul>
<p><b>KRA#3 Provide support for Financial Accounting for regional activities (25%)</b></p> <ul style="list-style-type: none"> <li>• Support the finance officer and collaborating entities to develop budgets for regional</li> </ul>	

<p>activities, and the subsequent financial management of those activities</p> <ul style="list-style-type: none"> <li>• Support in-country staffs and EQAP officers with managing country budgets, including building their capacity to use financial templates and apply SPC policies.</li> <li>• Monitor the financial delivery of the national implementation rate as per country planning documents and agreements.</li> <li>• Work with EQAP staffs to ensure monitoring and timely clearance of all country acquittals related to the project, including active management of foreign exchange.</li> </ul>	<ul style="list-style-type: none"> <li>• Regional activity and country costed workplans are comprehensive, accurate, and aligned to the overarching program and project budget and templates.</li> <li>• Financial expenditure rate updated monthly for each regional activity and country as per plans.</li> <li>• Collaborating entity and country acquittals up-to-date and accurately reflect expenditure and foreign exchange rates on a monthly basis.</li> </ul>
<p><b>KRA #4: Provide Financial Support to EQAP programme and project activities (15%)</b></p> <ul style="list-style-type: none"> <li>• Seek opportunities for collaboration with other EQAP administration and financial staff to improve efficiency and effectiveness of the projects, programme and division.</li> <li>• Participate in training and capacity building provided by SPC.</li> <li>• Assist with the financial matters for other EQAP and wider Divisional activities where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Support to EQAP staff is professional, helpful and flexible – evidenced by positive staff feedback.</li> <li>• Training opportunities provided by SPC fully utilized.</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):

Most challenging duties typically undertaken:

- Developing a good understanding of SPC and project requirements for financial implications, reconciliation and reporting.
- Compliance of all transactions with SPC and donor financial management procedures.
- Obtaining full narrative and financial documentation and acquittals from the countries in a timely manner, taking into account national processes and capacities as well as competing projects funded by other donors, and accurately factoring in foreign exchange differences.
- Working across multiple agencies in the countries.
- Assisting in the identification of potential financial risks to full project delivery and advising on solutions

#### 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>• Airline / Travel Agents</li> <li>• Vendors</li> <li>• Project consultants</li> <li>• Hotels and Conference Facilities</li> </ul>	<p>Receives information, communicates, negotiates, informs, facilitates, coordinates communication, provides security and information</p>

<ul style="list-style-type: none"> <li>• Project workshop participants</li> <li>• Project partners</li> </ul>	
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• EQAP Director</li> <li>• Team Leaders</li> <li>• SPC Administration and Procurement Section</li> <li>• Other divisional representatives</li> </ul>	<p>Liaising, facilitating, and arranging administration, financial and travel items</p>

**Level of Delegation:**

Routine Expenditure Budget: *n/a*

Budget Sign off Authority without requiring approval from direct supervisor: *n/a*

The position holder:

- Supports the management of the programme and project budgets
- Does not authorize costs in own budget; and
- Does not sign standard letters.
- Compiles financial reports for the program and project

**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**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in finance, business administration or commerce, or equivalent work experience that is both relevant and current</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ An added certification in project management</li> </ul>
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**Knowledge/Experience**

<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ At least 3 years’ experience in donor program/ project financial reporting;</li> <li>▪ Experience using Navision Software or similar finance software;</li> <li>▪ Demonstrated experience in conference management and event organisation, logistics and travel;</li> <li>▪ Relevant practical experience in procurement, administration, travel support and financial aspects of large and complex projects</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Effective communication, negotiation and facilitation skills, and an ability to work in a team.</li> <li>▪ Prior experience working under donor funded program/ projects.</li> <li>▪ Advantageous to have prior work experience with an international development agency.</li> <li>▪ Knowledge of the Pacific.</li> <li>▪ Project management experience</li> <li>▪ Highly motivated, dependable and organized, with a strong work ethic and proactive attitude to problem solving.</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Strong PC based computer skills, preferably with Microsoft Programmes (Word, Excel, Access, Outlook, PowerPoint)</li> <li>▪ Ability to effectively manage information;</li> <li>▪ Demonstrated organizational and multi – tasking skills;</li> <li>▪ Ability to work under pressure and to tight deadlines.</li> <li>▪ Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment;</li> <li>▪ Demonstrated organizational, administrative and multi-tasking skills;</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>• Positive professional attitude for the provision of high-quality service.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• A flexible approach and a willingness to assist with a variety of other tasks within SPC</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• A high level of interpersonal skills and cultural sensitivity;</li> <li>• Ability to set priorities and work successfully with minimal supervision;</li> <li>• Ability to work within timelines and to respond to stakeholders needs</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to work well with all EQAP staff</li> <li>• Excellent oral and written communication skills;</li> <li>• Ability to deal with confidential information in a professional manner;</li> <li>• Ability to maintain professional neutrality.</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
- Physically fit
- 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.