



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Finance and Grants Officer
Division/Programme and Section/Project (if any):	Human Rights and Social Development Division (HRSD), ACP-EU Programme (Pacific) Enhancing capacity for the sustainability of Cultural and Creative Industries in the Pacific Project
Location:	Suva, Fiji
Reporting to:	Direct to Finance Team Leader Team Leader – HRSD; with matrix reporting to Team Leader – Culture for Development
Number of Direct Reports:	None
Purpose of Role:	Within the Project Management Team (PMT), the position manages the project accounting, audit, budgetary controls, monitoring of financial performance/progress in compliance with EU requirements, procurement for services contracts and project assets, disbursement of funds. The position will also provide the program staff with strategic financial advice, ensure the completion of assigned project and donor reporting, oversee and manage audit functions and assist with the administrative and coordination duties associated with the project.
Date:	April 2023

Organizational Context and Organization Chart

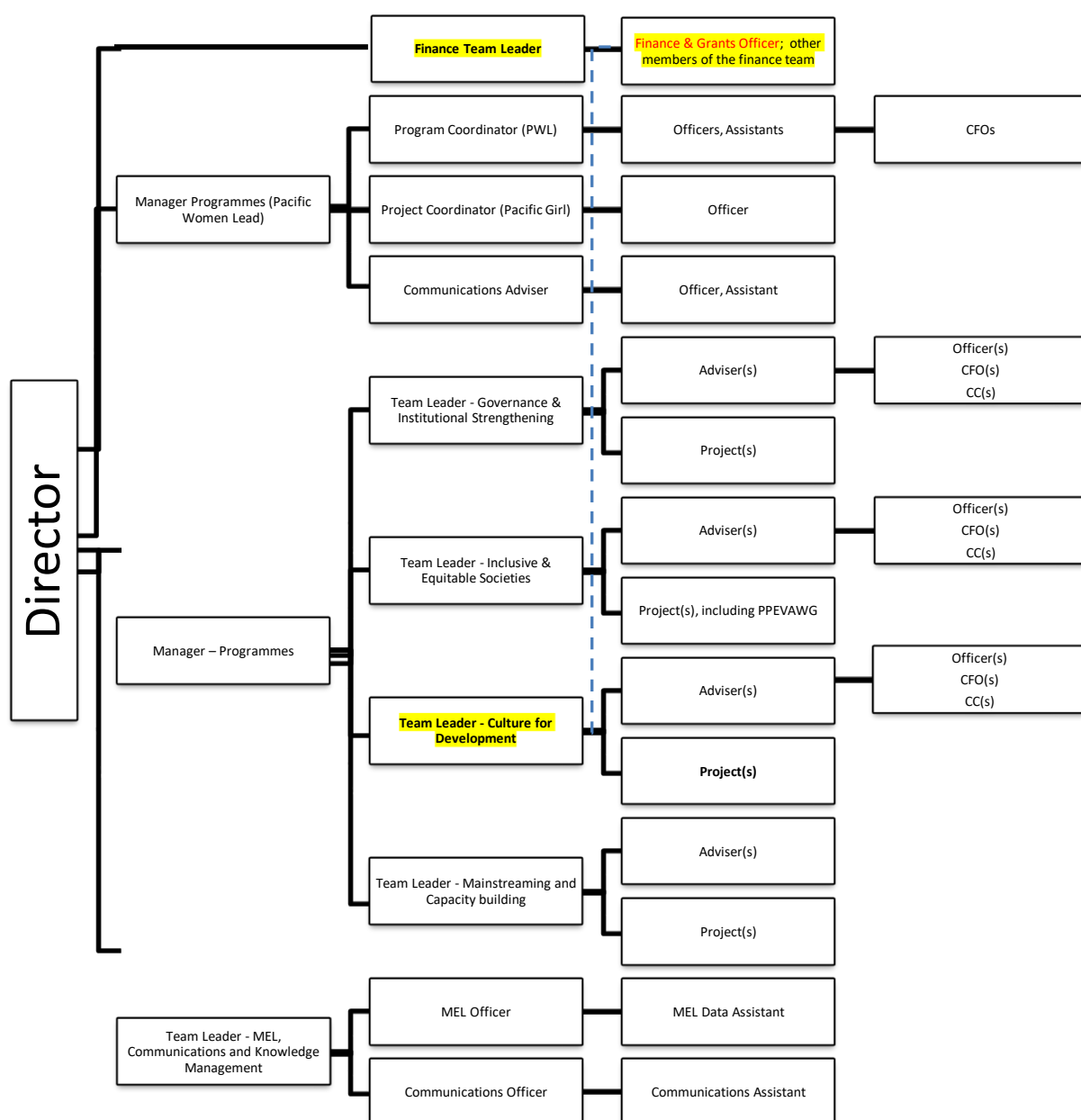
The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, GESI for all Pacific people, grounded in cultural values and principles.

HRSD 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. The team provides advice, technical assistance and capacity building to 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 HRSD 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):

The position of Finance and Grants Officer encompasses the following major functions or Key Result Areas:

1. Budget preparation, monitoring and financial reporting (30%)
2. Project accounting, audit and compliance (30%)
3. Grant management and reporting. (25%)
4. Support travel management and logistics (15%)

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
KRA 1 Budget preparation, monitoring and financial reporting (30%)	
<ul style="list-style-type: none"> • Prepare project and programme financial budgets, including work plans, operational costs, and specific activities. Work closely with programme team leaders and grant partners in the budget design and preparation. • Monitor the overall program budget and forecasts, including against the following specific areas: <ul style="list-style-type: none"> • Program plan or annual workplan • Outputs and outcomes • Commitments and project executions • Project acquittals • Prepare timely multi-purpose project and programme financial reports for SPC, donor, and any external project committee or board, technical working groups and others. Reports could include the following: <ul style="list-style-type: none"> • Actuals against budget • Costed activity or outcomes against workplans • Project executions and related risks • Cash management • Audit issues 	<ul style="list-style-type: none"> • Project financial and accounting procedures established, operating and up to date on a monthly basis • Project budget established in line with SPC and requirements • External audits conducted in a timely and efficient manner • Documents efficiently compiled and submitted for audit • Compliance monitoring of expenditure and project progress regularly prepared and consistent with contractual agreements and SPC policies and procedures • Transparent documented systems are used for all accounting and financial operations • Appropriate tools developed to monitor progress and inform evaluation and provide advice to the Team Leaders • Project team members and national partners informed and confident in the use of SPC financial procedures • Staff and country acquittals up to date on a monthly basis
KRA 2 Project accounting, audit, and compliance (30%)	
<ul style="list-style-type: none"> • Facilitate all preparations for any project audit and support any external review or evaluation on financial and grant matters. Liaise with auditors to provide required documentation in a timely manner. • Develop a robust and systematic electronic filing system covering all financial, procurement, and grant documents. • Ensure expenditures and reporting are compliant with applicable SPC policies and donor requirements and with grant contractual agreements. Ensure all aspects of a project's financial information including accounting transactions, are accurately captured in the SPC financial system, with any discrepancies corrected in a timely manner. • 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. • Work closely with other divisional finance and/or grant officers to provide training and 	<ul style="list-style-type: none"> • Regular financial reporting provided on quarterly, biannual and annual basis and responses provided for any impromptu ad hoc requests from SPC, donor, steering committee or others • Audits conducted in an efficient manner with limited audit issues. • All project financial and grant information is maintained electronically in a secure and easy to access system. • All programme expenditures and grants are entered into and recorded in compliance with SPC policies and donor requirements. • Project team members and other relevant partners are informed and confident in the use of SPC financial procedures • Provide support, guidance, and advice on financial and procurement management training for staff/grantees • Active contribution towards risk discussions, mitigation actions as may be required. • Cashflow of projects and programmes are appropriately managed.

<p>capacity building to division staff/grantees on finance policies and processes. Develop training materials if required and ensure these are consistent with other training materials developed through shared services or central finance.</p> <ul style="list-style-type: none"> • Monitor project cash receipts, income, and expenditure to ensure that the project has sufficient funds for the implementation of activities. • Provide support for the review and implementation of applicable SPC policies and processes as may be required, including participating in review groups or discussions. 	<ul style="list-style-type: none"> • Contributes to SPC-wide discussions on finance, procurement and grant policies and suggests well-thought out amendments where required.
KRA 3 Grant management and reporting (25%)	
<ul style="list-style-type: none"> • Maintain a grants register and regularly update based on project progress and discussions with project team, grantees and other stakeholders. Develop action plans with project staff to deal with poor performing grantees and manage through register • Assist with facilitating regular grant management meetings with program managers to track and monitor budgets, expenditure, required training and support, risks ongoing capacity assessments and mitigation strategies. • Work with the project, within HRSD and other SPC Divisions to issue and manage grants in compliance with all SPC and donor financial, procurement policies and procedures. • Prepare and provide appropriate templates for grantees to use for recording transactions and acquittals. Work with other division and SPC grant officers to develop uniformly applied templates. • Provide advice and work closely with the project team, other SPC Divisions, the OMD granting team and donor as required, on facilitating, co-designing, and delivering capacity development training on financial and grant management for internal and external partners. • Provision of monitoring and oversight of contract deliverables and payments through the grants register. • Provide assistance to the project team to maintain a sound and up to date Risk and Mitigation Matrix for all grants 	<ul style="list-style-type: none"> • Grants plan/register monitored, updated and shared regularly to all necessary parties • Grants agreements are established in a timely and efficient manner and tranche payments are processed quickly. • Grantees understand SPC and donor policies and are able to efficiently use the grants and can efficiently utilize and report on the grant • A standard template is used by all grantees for reporting and acquittals. • Project staff and stakeholders reasonably understand SPC and donor policies in regards to Procurement and Grants Management and SPC and donor policies • Grants and contracts delivered on schedule and payments made in a timely manner • Risk matrix maintained and updated regularly • All programme and project grant recipients are trained and aware of compliance requirements as per SPC and donor policies, procedures and best practice.
KRA 4 Support project administration and travel (15%)	
<ul style="list-style-type: none"> • Assist the Team Leader Culture with project administration, travel, organization of events and meetings and reporting 	<ul style="list-style-type: none"> • All workshops / training /events are planned in accordance with SPC HRSD policies and processes.

<ul style="list-style-type: none"> • Ensures all events/travel follow SPC procedures for procurement and travel; • Ensures accurate and timely disbursement of per diems and support to workshop participants as per policy in an accountable and transparent manner, keeping security in mind at all times; • Ensures proper acquittal of all advances and per diems post workshops. • Flights are booked well in advance; with options for travel provided with budget implications for advisors / HRSD staff; • Completes travel acquittals with workshop participants and HRSD staff, including collecting flight tickets/stubs as proof of travel. 	<ul style="list-style-type: none"> • Workshop participants are informed of events/ administrative/travel arrangements in a timely and accurate manner – evidenced by few participant complaints. • Per diems/DSA accounted for, with signatures received in an accountable and secure manner with no loss of cash / income. • Flights are booked and secured in a timely and cost effective manner and provided to staff / participants in good time – evidenced by few complaints received. • Advance and travel acquittals completed within one month from the event date.
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Most Challenging Duties Typically Undertaken (Complexity):

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Compliance of all transactions with SPC financial management procedures and donor procedures • Obtaining full 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 • Working across multiple agencies in the country • Assisting in the identification of potential risks to full project delivery and advising on solutions • Balancing financial reporting required from country counterparts with the needs of other donor funded projects in the region

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> • Development partner (EU) and regional organizations, e.g., ADB, WB, JICA • National, state and municipal government agencies including state utilities • Recipient communities in the states • Private sector and industry association contacts • Consultants and firms • Commercial banks • Auditors 	<ul style="list-style-type: none"> • Consultation and reporting • Direct national, state and municipal liaison • Service provision and support • Provision of documents • Public relations • Collaboration
Internal	
<ul style="list-style-type: none"> • HRSD Director • SPC Operations and Management teams • SPC Corporate Finance • HRSD Finance team • Project team 	<ul style="list-style-type: none"> • Receiving and providing information and guidance via the Team Leaders • Direct liaison • Recruitment and staff issues, budgeting, procurement and financial reporting • Providing financial information relating to the activities

Level of Delegation:

- The position holder assists with monitoring a project budget of EUR 3 million
- Obtains sign off for finance approval from the Team Leader Culture
- Does not sign standard letters

Personal Specification:**Qualifications**

Essential:	Desirable:
<ul style="list-style-type: none"> • A tertiary degree qualification in finance or accounting 	<ul style="list-style-type: none"> • Professional membership of CPA or Master's Degree in accounting, business, commerce or public finance

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years' experience in project accounting in an international or regional organisation including experience with financial management information systems • Understanding of project budgeting, financial reporting, donor reporting, audit requirements, and efficient systems for international funds transfer • Knowledge of budgetary processes in PICTs and working directly with PICTs in project financial management • Sound coordination, administrative, networking, and collaborative skills • Good interpersonal skills with people from all sections of society, and from different cultures, countries and institutions, experience working with national government agencies in project financial management • Advanced computer skills in applications such as Microsoft Word and Excel • Fluency in English (written and verbal) 	<ul style="list-style-type: none"> • Knowledge of EU and SPC procurement systems • Work experience in the Pacific Islands region • Navision accounting system user • Advanced user of Microsoft Excel including pivot tables, macros, etc.

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"> • Accurate and effective processing of financial data according to international accounting standards • Procurement procedures • Report and general writing skills • Accuracy, attention to detail in administrative and financial activities. • Prioritization and time management
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Advanced level	<ul style="list-style-type: none"> • Planning and organization • Project coordination and management • Effective communicator and team player • Financial report writing
Working knowledge	<ul style="list-style-type: none"> • Foreign currency and exchange rates • International and local banking procedures • SPC financial management procedures • Climate change issues in the Pacific Island countries.
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner • Organizational vision

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

- Self-motivated
- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement attitude
- Strong affinity to teamwork
- Analytical and smart thinking – solution oriented
- High level of professional integrity and ethics
- Proactive with creative ability to meet deadlines, manage heavy workloads, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work
- Positive attitude, excellent interpersonal skills, dependable and honest

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.