



Pacific
Community

Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Finance and Project Officer
Division/Programme and Section/Project (if any):	Project Governance, Human Rights and Social Development Division
Location:	Suva, Fiji
Reporting to:	Finance Team Leader (Human Rights and Social Development Division) with matrix reporting to Project Coordinator and Finance and Grants Officer (Project GOVERNANCE)
Number of Direct Reports:	0
Purpose of Role:	The Finance and Project Officer will support all aspects of financial and grants management for HRSD's Project Governance. This will include project accounting, audit, budgetary controls and monitoring of financial performance/progress in compliance with SPC and Donor policies and procedures. The position will also support procurement for approved activities across the HRSD program, contracts and project assets, and the disbursement of funds. The position will provide the program staff with financial advice, support the completion of assigned project and donor reporting, manage audit functions and assist with the administrative and coordination duties associated with the project.
Date:	January 2024

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.

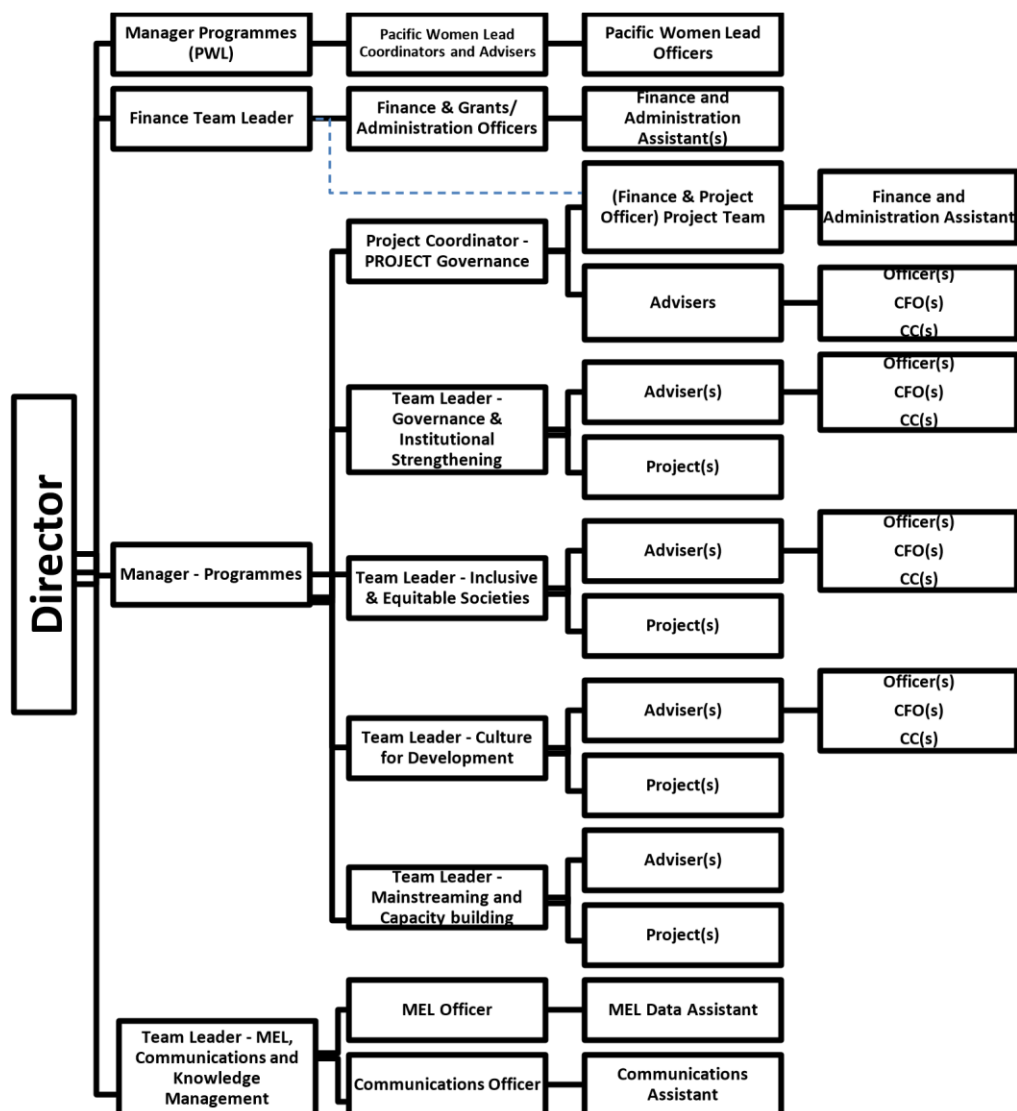
In line with its vision, the work of HRSD encompasses the following objectives:

- **Objective 1:** Pacific institutions are strong, transparent, and responsive for upholding and promoting human rights and implementing inclusive, gender sensitive and culturally respectful development.
- **Objective 2:** Pacific Civil Society understand and can advocate for their rights and uphold cultural values.
- **Objective 3:** Pacific culture is protected, preserved, and promoted and culturally relevant and appropriate knowledge and systems are integrated across all work.
- **Objective 4:** All PSC programs and operations are grounded in people centered approaches and consider the rights and cultural values of diverse groups including women, children, youth and persons with disabilities.
- **Objective 5:** HRSD Division teams work collectively, coherently, and efficiently and to a high standard to achieve shared success for Pacific societies

PROJECT Governance is anchored by the commitments made by the Pacific Island Forum leaders in the 2000 Biketawa Declaration and reaffirmed in the 2018 Boe Declaration. These include promoting the widespread acceptance of just, transparent, accountable, participatory, and responsive governance practices and developing the capacity of governance institutions to sustainably implement best practices throughout the region.

The USD 20 million donor-funded 'Promoting Just, Engaged, Civic-minded and Transparent Governance in the Pacific Project' ('PROJECT Governance') is focused on strengthening democratic institutions and promoting sound, just, and responsive governance in the Indo-Pacific region.

Activities of Project Governance will improve the functioning of government institutions, civil society organizations and media as well as promoting transparency and accountability, opportunities for representation and inclusion of citizen interests in political and decision-making processes, upholding the rule of law, strengthening democratic institutions, and protecting rights and civil liberties, especially of women and other marginalized sectors.



Key Result Areas (KRAs):

The position of Finance and Project 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 (20%)
4. Overall administrative support (20%)

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

Jobholder is accountable for	Jobholder is successful when
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 and programme budgets established in line with SPC and donor requirements • Project financial and accounting procedures are established and operating. • Regular financial reporting provided on quarterly, biannual, and annual basis and any impromptu ad hoc requests from SPC, donor, steering committee or others • Overall budget tracking is up-to-date in line with the approved budget and work plan and other agreed deliverables as per the signed agreement • Monitoring of expenditure and project progress in line with SPC and donor policies and procedures • Appropriate tools developed to assist programme, division and external stakeholders to monitor progress • Project acquittals up to date on a monthly basis and in line with SPC and donor reporting requirements.
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 	<ul style="list-style-type: none"> • 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 grantees

<p>system, with any discrepancies corrected in a timely manner.</p> <ul style="list-style-type: none"> • 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 capacity building to division staff 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. • 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"> • Active contribution towards risk discussions, mitigation actions as may be required. • Cashflow of projects and programmes are appropriately managed. • Contributes to SPC-wide discussions on finance, procurement and grant policies and suggests well-thought-out amendments where required.
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KRA 3 Oversight and reporting of project grants activities (20%)

<ul style="list-style-type: none"> • Maintain 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 the 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 and procurement policies and procedures • Provide feedback and support to SPC to ensure granting processes that are flexible and support grantees and project implementation • 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. • Assist with the development, review and finalization of budgets to incorporate into SPC 	<ul style="list-style-type: none"> • Grants plan/register monitored, updated, and shared regularly to all relevant parties • Grants agreements are established in a timely and efficient manner and tranche payments are processed quickly • Grantees understand SPC and donor policies 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 understand SPC and donor policies on Procurement and Grants Management, and SPC internal stakeholders understand the needs of grantees and the programme • Contracts prepared and signed in a timely manner • Grants and contracts delivered on schedule and payments made in a timely manner • Risk matrix maintained and updated regularly • Meetings are regular and consistent and there is effective and efficient communication across all teams, in monitoring of grants and program management
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<p>grant agreements, in line with SPC and donor financial and procurement policies.</p> <ul style="list-style-type: none"> • 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"> • 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: Overall administrative support (20%)	
<ul style="list-style-type: none"> • Contribute to the SPC Finance and Procurement shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. • Facilitate all administration relating to staff travel, meetings, trainings, and field exercises • Ensure that all financial acquittals are provided on a timely basis and support documentation is sufficient and adequate • Ensure that all project finance documentation is well prepared and stored in readily available mediums in line with audit standards. • Liaise directly with PICTS and other stakeholders on project administration issues, country specific financial policies and financial reporting matters. • Provide training to project stakeholders and grantees where required in SPC financial management policies and requirements 	<ul style="list-style-type: none"> • Tasks allocated are completed in a timely manner and of high quality • All travel arrangements and training logistics successfully done in line with the SPC's policies • financial management support provided to stakeholders is timely and well informed. • All financial acquittals are vetted and cleared in a timely manner • All finance documents are well organized, audit ready and easily accessible • Project team is well informed of the donor financial and operational mandates • The project operations are well aligned to the HRSD internal finance and administration processes as well as overall SPC policies

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:

- Compliance with SPC and donor financial management, procurement and reporting procedures
- Obtaining full financial documentation and acquittals from grantees in a timely manner, taking into account national/local in-country processes and capacities as well as dealing with multi-funded projects also supported by other donors
- Working across multiple agencies and multi-funded projects
- Regularly assist in the identification of risks and mitigation strategies
- Ensuring reports are submitted and reviewed in a timely and efficient manner

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> • Funding and strategic partners • Donor • Project and division partners and regional organisations • Other regional or international development agencies • Consultants and firms • Auditors 	<ul style="list-style-type: none"> • Consultation and reporting • Service provision and support • Provision of documents • Collaboration
Internal <ul style="list-style-type: none"> • Division Director • Division Manager Programs • Division Team Leaders • Division team (reporting line) • Other SPC Technical Divisions and Programs • SPC Corporate Finance • HRSD Finance team 	<ul style="list-style-type: none"> • Receiving and providing information and guidance via the Program Adviser and Finance • Team Leader • Direct liaison • 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 USD 20 million
- Budget Sign off Authority without requiring approval from direct supervisor: Nil

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"> A bachelor's degree in finance, accounting or business administration. 	<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 of experience in a similar role. Demonstrated understanding of project budgeting, financial reporting, donor reporting, audit requirements and financial management of grants Experience with the use of financial management information systems Sound coordination, administrative, networking, and collaborative skills. 	<ul style="list-style-type: none"> Knowledge of donor and SPC finance, granting and procurement systems Work experience in the Pacific Islands region Experience in the Navision financial management system 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"> Applying procurement and granting policy and procedures. Budget preparation and management Grant management
Advanced level	<ul style="list-style-type: none"> Finance policies and guidelines Budget management for multi-donor projects Donor reporting and budget monitoring Provision of advice to project team leaders
Working knowledge	<ul style="list-style-type: none"> Foreign currency and exchange rates. SPC financial management procedures.
Awareness	<ul style="list-style-type: none"> Ability to deal with confidential information in a professional manner. Organisational vision.

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

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.