



JOB DESCRIPTION

Job Title:	Programme Accountant
Division/Programme and Section/Project:	Geoscience, Energy and Maritime (GEM)/Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	Matrix reporting structure: - <i>Primary Supervisor:</i> Program Manager – PHWP <i>Technical supervisor:</i> Finance Team Leader, GEM Division
Number of Direct Reports:	1-2
Purpose of Role:	The Programme Accountant – PHWP, will be responsible for the effective financial management of the Pacific Humanitarian Warehousing Program (PHWP) through the conduct of financial risk assessments, monitoring of internal controls, and by regular and timely reporting to SPC management, participating countries and development partners on the financial status of the PHWP. In doing so, the job holder will ensure adherence to SPC's finance regulations, guidelines and other policies of relevance to the PHWP. The job holder will have an important role to play in the provision of financial inputs and expertise to support the PHWP's funding strategy and resource mobilisation efforts.
Date:	January 2025

Organisational Context and Organisation Chart

This position has been established to support the implementation of the PHWP. The job holder will be the inaugural job holder and play a key role in establishing and embedding financial systems and processes to support effective and efficient program implementation. This position is situated within the Disaster and Community Resilience Programme, which is itself embedded alongside other programmes within the larger GEM Division.

GEM Division

The Geoscience, Energy and Maritime (GEM) Division provides critical data, applied science and technical solutions to help Pacific member countries address their greatest challenges, particularly as the region stands at the frontline of climate change. Working across four main programmes - Disaster and Community Resilience, Georesources and Energy, Oceans and Maritime, and Earth and Marine Observation - GEM partners with all 22 Pacific Island countries and territories to develop innovative solutions that improve lives and livelihoods. The Division maintains strong partnerships with regional, sub-regional and national entities, while the Director's Office provides strategic direction and cross-divisional support across programmes and cross-cutting initiatives.

Disaster and Community Resilience Programme

SPC's Disaster and Community Resilience Programme (DCRP), within the Geoscience, Energy and Maritime Division, works to build resilience across Pacific Island countries and territories by strengthening disaster

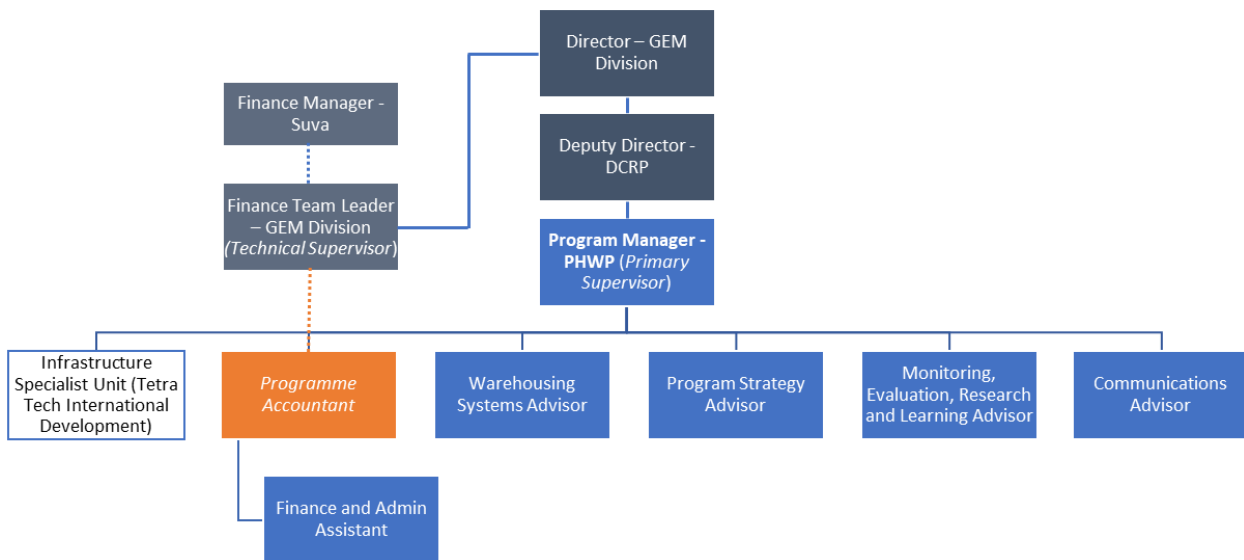
risk reduction and response capabilities. The program supports Pacific nations in preparing for, responding to, and recovering from disasters through initiatives like the PHWP, capacity building, technical assistance, and policy development. Working closely with national disaster management offices and regional partners, DCRP focuses on both immediate disaster response and long-term resilience building, recognizing the Pacific region's unique vulnerability to natural hazards and climate-related disasters.

Pacific Humanitarian Warehousing Program

The PHWP (hereafter referred to as ‘the Program’) is a Pacific-led initiative aimed at strengthening regional disaster preparedness and resilience. It is focused on establishing a fit-for-purpose warehouse with pre-positioned supplies that can be distributed in the first 48 hours. The Program is underpinned by three thematic priorities of Localisation, Gender Equality, Disability and Social Inclusion (GEDSI), and Green Humanitarian Response (climate and disaster resilience, and sustainability). The Program is being implemented across the 14 Pacific Island countries, and Timor-Leste; it is a multi-donor investment valued at approximately AUD 110m to be implemented over an eight-year period – the Program started in March 2024. Funding has been secured from Australia, New Zealand, Germany and the United Kingdom, with discussions in progress with other partners.

Reporting Structure

This position, like other technical positions within the Program, has a matrix reporting structure. The Program Manager – PHWP (hereafter to referred to as the ‘Program Manager’), is the primary supervisor and responsible for overall performance management, setting work priorities, and operational decisions while providing strategic direction for the program's financial management needs. The Finance Team Leader – GEM Division, is the technical supervisor providing technical oversight and quality assurance of financial work while ensuring compliance with SPC financial policies, regulations, guidelines and professional standards. Both supervisors collaborate on performance planning, career development, and addressing any performance issues through regular check-ins and formal reviews to ensure both program and technical requirements are met.



Shared services

The primary focus of this position is on the financial management of the Program. Yet it also provides support towards achieving broader organisational goals through the ‘shared services’ way of working. This way of working within SPC is new and aims to:

- a) improve organizational efficiency and effectiveness by centralising the corporate finance function and standardizing processes across projects, programmes and divisions within SPC.
- b) enable better quality control and service delivery while optimizing resources through shared expertise and internal professional support networks.

The shared services approach is a significant change project in both culture as well as in the way work is done. In relation to this position, and in consultation between the primary and technical supervisors, the job holder can be expected to provide support to cross programme and divisional initiatives up to 20% of their time with variations during peak financial reporting periods.

Key Result Areas (KRAs):

- 1) **Financial, Planning, Monitoring and Reporting (20%)**
- 2) **Financial Management Administration support and Resource Mobilisation (30%)**
- 3) **Compliance, Risk Management and Business Process (20%)**
- 4) **Procurement, Asset Management, Grant and Administration Services (20%)**
- 5) **People Management (10%)**

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Financial Planning, Monitoring and Reporting (20%)</p> <ul style="list-style-type: none"> • Under the technical supervision of the Finance Team Leader, support to the Program Manager in development of annual budgets and allocation of available resources through integrated programming, business planning and project management processes. • Contribute to leading all aspects of financial management of the Program, including forecasting, monitoring of project executions, pipeline and financial analysis. • Ensure integrity and accuracy of financial data in the financial system, including but not limited to cash management, project payables and receivables. • Designing and implementing financial monitoring and reporting across all income and expenditure streams to meet with SPC and donor audit requirements. • Coordinate audit exercises and ensure maximum level of compliance. • Monitor service delivery and customer responsiveness. • Ensure systematic filing of all financial and procurement documents. 	<ul style="list-style-type: none"> • Timely and accurate submission of regular financial progress and project/programme financial reports in accordance with donor requirements and to internal stakeholders. • Regular review meetings are held with the Finance Team Leader to ensure core and Program funds are managed effectively and efficiently. • Annual Budgets are finalized and loaded in the financial system. • Clean project financial audits or other divisional external and internal audits and report on internal control issues/new considerations where required. • Regular meetings with the Division Director and team leaders are conducted to monitor activity performance. • Cash flow monitored and invoices dispatched to donors in timely manner and team leaders are held to monitor activity performance • Cash flow monitored and invoices dispatched to donors in timely manner. • Timely, quality and relevant advice provided for: financial and procurement planning, financial strategies, financial management and procurement policy and procedures
<p>KRA 2: Financial Management Administration support and Resource Mobilisation (30%)</p> <ul style="list-style-type: none"> • Provide appropriate coordinated support to Program staff, working across donor requirements in planning, delivery and financial administration of the program (and other GEM Division projects as and when required) • In coordination with the Program Manager and Finance Team Leader, liaise with development partners to maintain reporting schedules, 	<ul style="list-style-type: none"> • Jobholder has a detailed and accurate understanding of current procedures. • Accurate financial advice information is provided to the management team to facilitate decision-making. • Program well represented in cross-program and cross-divisional activities. • Financial acquittal processes working well. • Quality advice, (financial and procurement) provided to the division SMT and staff including preparation of budget proposals,

<p>financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.</p> <ul style="list-style-type: none"> • Work with the Procurement and Finance office to provide support to the Program Manager in resolving Procurement and Finance and contract management issues. • Deliver briefings on Finance and Procurement policies and procedures for new Program staff (and others within the GEM Division) as and when required. • Assist and guide program Finance and Administration staff on finance functions and capacity building in member / beneficiary countries. • Support the Finance Team Leader in the SPC shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. • Support the Program Manager (in partnership with PIRMO) to deliver a financially sustainable Program by providing financial expertise and input into new or existing funding agreements that support the Program funding strategy, including the development of budgets to advance new resource mobilization leads 	<p>project financial reports, and on policies concerning accounting, financial control and risk management and procurement guidance and compliance.</p> <ul style="list-style-type: none"> • Meeting key divisional staff on regular basis to provide the adequate guidance, support to resolve issues throughout the project life cycle. • Oversee the execution of procurement and finance actions and address any divisional issues. Provide timely advice concerning Divisional Operational and Project financial and procurement targets when required. • Job holder is part of all relevant shared services working group. • New resources are effectively integrated into the Program budget, complimenting other funding streams and ensuring sustainability of implementation across the eight-year implementation period. • The specific requirements of development partners are accommodated, and expenditure is seamlessly sequenced to meet SPC and development partner deadlines.
<p>KRA 3: Compliance, Risk Management and Business Process (20%)</p> <ul style="list-style-type: none"> • Maintain the accuracy of the program finance information, within Navision and other systems. • Implementation of appropriate systems and internal controls within the Program Risk Management Plan • Collaborate with internal stakeholders to address and strengthen areas where internal control weaknesses are identified. • Contribute to the GEM division’s risk management processes, particularly in work-planning related to financial and compliance risks, by identifying potential risks such as irregular expenditures not approved in the work plan. • Provide support for the review and implementation of applicable SPC policies as required, ensuring compliance within the division and taking remedial actions when needed. 	<ul style="list-style-type: none"> • Maintaining appropriate reports and system for financial tracking to ensure accurate financial information is reflected in systems. • Job holder reviews and implements the recommendations from the internal audit report to strengthen internal controls. • Establish, operate and maintain a financial risk management system designed to identify potential risks. • Jobholder successfully participates and contributes to working groups for systems review and policies. • Meetings are conducted with key management staff in the division to discuss and address financial and compliance risk matters as needed. • No qualified audit opinion relating to compliance.
<p>KRA 4: Procurement, Asset Management, Grant and Administration Services (20%)</p> <ul style="list-style-type: none"> • Ensure all procurement and grant processes undertaken by the Program (and where necessary the GEM Division), are in line with 	<ul style="list-style-type: none"> • Procurement and grants processes run smoothly, with procurement committees supported with relevant documents, contracts comply with procurement policy and are monitored as per the terms of reference.

<p>SPC and development partner policies and procedures.</p> <ul style="list-style-type: none"> Facilitate the preparation and monitoring of the Program (and SPC's More broadly) annual procurement plan and planning processes as required. Monitor the Program procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow-up action. Prepare grant requests and associated requirements for the Procurement Committee vetting process and consequently the facilitation of signing process with partner Develop an asset management system to ensure all assets procured are maintained and handed over to national governments at the end of the Program. 	<ul style="list-style-type: none"> Annual Procurement Plan completed at required standard. Working with Procurement Office to ensure timely procurement briefings and appropriate training is provided to the Division. Contracts for vendors and consultants are managed well for timely delivery of service to the stakeholders. Assistance is provided in the preparation of draft LOAs and MOUs with development partners and national stakeholder. Asset Register in place and assets with a monitoring and reporting system.
<p>KRA 5: People Management (10%)</p> <ul style="list-style-type: none"> Create a team environment that fosters and develops effective working relationships and high performance. Manages staff performance and supports training and development. Conducts fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance. Monitoring the performance and workloads of staff members and service providers to ensure that objectives are met Supports the health and safety and well-being of employees in the way they manage and monitor the team. 	<ul style="list-style-type: none"> Mentoring, coaching and guidance is provided to staff on a timely basis. Financial training on budgeting and support is provided to divisional staff to ensure compliance with SPC procedures. Ensures corporate requirements are met individually and as a team including the performance planning and assessment cycle. Performance issues are addressed in a timely manner. Health and safety risks, issues and hazards are reported and addressed.

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):

- Establishing systems, process and ways of working within a new, complex Program across multi-countries and with multiple development partners.
- Support management by providing the necessary input and support in negotiating funding opportunities with development partners
- Facilitating several project audits simultaneously.
- Ensuring that payments requests and reporting are in accordance with donor reporting requirements.
- Clearing of management letter points arising from audits especially on donor engaged audits.
- Consolidating country reports and reconciling their acquittals.
- Ensuring that budgets are correct whether it be through proposal budgets / programme budgets and monitoring of budgets.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Development partner • Regional agencies • Auditors • Bank officials • Suppliers/Vendors • Member Country Finance Staff • NGOs/ CROP Agencies • Consultants 	<ul style="list-style-type: none"> • Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements • Interacting, gaining assistance, resolving minor conflicts • Explain procedures and the purpose of financial regulations, MOUs • Liaise and dialogue
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Deputy Director DCRP • Leadership Team in the division • Central Finance Team • Central Teams including ICT, HR, Administration and Procurement • SPC Noumea / Suva Staff 	<ul style="list-style-type: none"> • Team working, collaborating, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs • Interacting, gaining assistance, resolving minor conflicts • Liaising to get budget parameters; obtaining reports and generating internal reports for management • Liaise and dialogue

Level of Delegation:

Routine Expenditure Budget: 20.000 – 40.000 EUR

Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

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"> • Bachelor’s degree in accounting, finance, economics business, administration or equivalent body of knowledge and experience 	<ul style="list-style-type: none"> • Post-graduate qualifications in finance or accounting. • Professional accounting membership

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • <u>At least</u> 5 years of demonstrated experience in the same field (experience in financial reporting, compliance, and business processes for donor-funded projects). • Experience in budget preparation, financial reporting and monitoring of budgets and cash flows for medium to large organisations. • Proven ability to enhance efficiencies with a strong focus on detail. • Extensive knowledge and experience with computerized accounting systems, preferably Navision. • Experience managing diverse reporting requirements for multi-currency donor-funded projects. • Proven track record in designing and delivering training programs on finance, budget management and financial management systems. • Strong numeracy skills and advanced proficiency in excel including the use of macros, with proven experience in using a recognized accounting software for generating financial reports. 	<ul style="list-style-type: none"> • Experience in development and/or disaster preparedness and/or humanitarian response projects or programs. • Experience working in dynamic and challenging environments, with a strong commitment to delivering excellent client service, demonstrating high motivation, strong organizational skills, and a solid work ethic. • Proactive attitude to problem solving with a focus on working efficiently as part of a competent team. • Excellent interpersonal, written, and verbal communication skills in English • Navision accounting system user • A working knowledge of the Pacific with experience working with finance in multiple Pacific Island countries.

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 in accordance with SPC processes and donor requirements • Strong analytical skills for financial and non-financial information and undertake trend analysis
Advanced level	<ul style="list-style-type: none"> • Ability to analyze and assess financial information. • Ability to manage budgets • Attention to details with respect to financial information
Working knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • Corporate policies, rules and regulations • International and local banking procedures • Understanding of exchange rates – foreign currency • Ability to deal with confidential information • Good oral and written communication skills • Knowledge of working with project finances, project management and budgets.

Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • IPSAS accounting standards • Organizational vision
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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
- 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.