



Pacific
Community
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Finance Officer
Division/Programme and Section/Project (if any):	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP), Building Safety and Resilience in the Pacific II (BSRP II) project
Location:	Suva, Fiji
Reporting to:	Project Manager (BSRP II)
Number of Direct Reports:	Nil
Purpose of Role:	The Finance Officer is responsible for financial support to the BSRP II project and assists with the financial delivery of the overall project in accordance with SPC and donor requirements. In particular, the position holder provides the support for financial accounting, procurement, contracting and audit of project activities overall and in the fifteen project countries. Where possible, the Finance Officer may assist the GEM finance team.
Date:	March 2023

Organisational Context and Organisation Chart

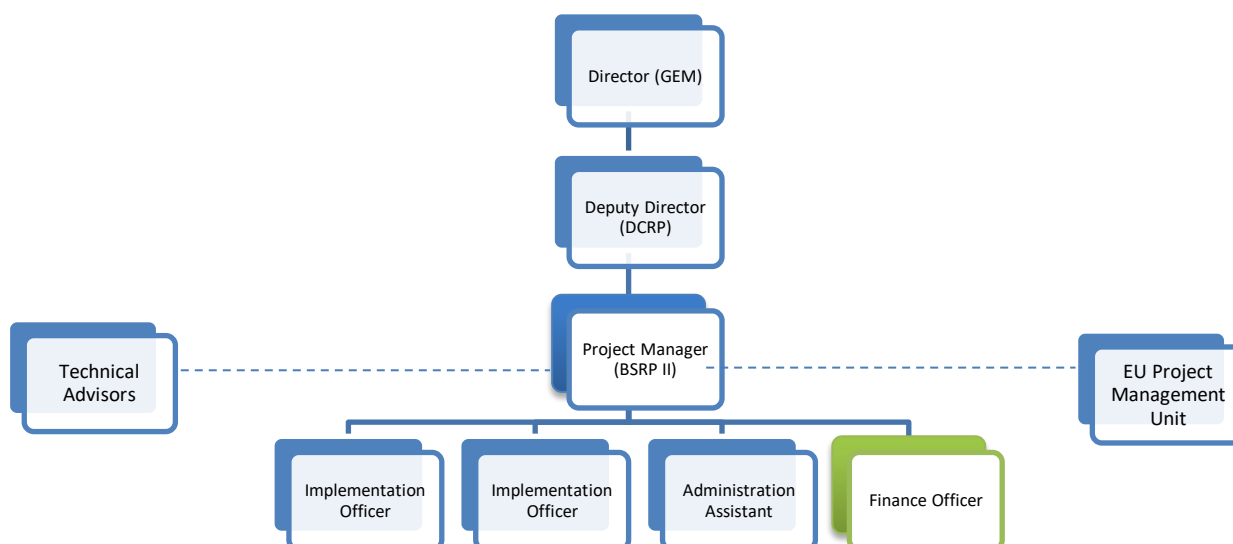
SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures (<https://www.spc.int/>).

The GEM Division uses scientific and technical innovations to develop solutions that help overcome development challenges in the Pacific. GEM consists of four key technical programmes: Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme, Georesources and Energy Programme, and Earth and Marine Observation Programme.

SPC has brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's GEM Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a

series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

BSRP II project is a EUR 14 million project and sitting within DCRP. It will commence in 2022, building on the first phase of BSRP (2013-2020). BSRP II will be implemented by SPC in collaboration with agencies from 15 Pacific Island Countries (PICs) as part of the 11th European Development Fund (EDF) Intra-African, Caribbean and Pacific (ACP) Natural Disaster Risk Reduction Programme (NDRRP) supported by the Organisation of African, Caribbean and Pacific States (OACPS) and European Union Delegation (Suva).



Key Result Areas:

The position of the Project Finance Officer for the project encompasses the following major functions or Key Result Areas (KRAs):

KRA 1: Implement financial systems to ensure streamlined delivery of activities of the overall project in accordance with SPC requirements (20%)

KRA 2: Provide financial management and administration support to ensure the delivery of activities and intended outcomes of the overall project in accordance with SPC and donor requirements (40%)

KRA 3: Provide support for financial accounting of regional activities and country-specific activities in all fifteen participating countries (35%)

KRA 4: Provide financial support to other Geoscience, Energy and Maritime (GEM) Programme activities where required (5%)

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
KRA 1: Implement financial systems to ensure streamlined delivery of activities of the overall project in accordance with SPC requirements	
<ul style="list-style-type: none"> Assist with the management of general accounting and project accounting in accordance with SPC and Donor regulations, including ensuring appropriate budgetary controls are in place. 	<ul style="list-style-type: none"> Policies and procedures are observed and all accounting and financial processes adhere to the required standards and regulations. Project financial and accounting procedures established, operating and up-to-date.

Jobholder is accountable for	<i>Jobholder is successful when</i>
<ul style="list-style-type: none"> • Provide advice to the project team on financial policies and procedures. • Work with senior project staff to design and utilise financial budgeting and reporting templates used within the project and ensure that data input and extraction of data from Navision into templates is streamlined. • Support project team to update contract listings, asset registers, procurement plans and project risk registers. 	<ul style="list-style-type: none"> • Project team members informed and confident in the use of SPC financial procedures. • Financial templates are accurate, informative, easy to use and streamlined for use alongside Navision to present an accurate picture of progress. • Contract listings, asset registers, procurement plans and risk registers, are prepared in a timely manner and kept up-to-date.
KRA 2: Provide financial management and administration support to ensure the delivery of activities and intended outcomes of the overall project in accordance with SPC and donor requirements	
<ul style="list-style-type: none"> • Provide financial management support • Work with senior project staff to: <ul style="list-style-type: none"> ○ oversee overall project budget revisions, relocations, monitoring and management for project costed workplans. ○ monitor financial performance/progress, including reconciling project payments to cash book and reporting and project bank reconciliations. ○ organise and oversee external audits, in accordance with SPC and donor requirements. ○ request funding from donor as per grant agreement. • Provide monthly reports to the Project Manager, GEM Finance Unit and where relevant to the SPC-EU-PMU. • Draft financial reports as required by project grant agreements for review by the Programme Accountant. <p>Provide financial administration assistance</p> <ul style="list-style-type: none"> • Take responsibility for all purchase requisition, invoicing, receipting, payments and reconciliation for all project related activities (including posting all project vouchers, receipts, invoices, etc.) • 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 project staff acquittals. 	<ul style="list-style-type: none"> • Project budget forecasts are regularly updated and are presented in a format that helps inform decision-making. • Monthly reporting to GEM Finance Unit and where relevant to SPC-EU-PMU regularly provided in a timely manner and meet management needs. • Financial reports drafted for the donor are accurate and meet donor requirements. • External audits are conducted efficiently and effectively as per procedures of SPC and the donor • Funding requests to the donor is timely and accurate. • Payments processed and monitored, and transactions are verified with minimum errors. • Project account transactions are reconciled monthly. • Staff and participant travel expenses are efficiently managed and staff acquittals are updated on a monthly basis. • Financial records are complete, transparent and accessible to current staff and future staff following closure of the project. • Project financial queries are responded to comprehensively without undue delay.

Jobholder is accountable for	<i>Jobholder is successful when</i>
<ul style="list-style-type: none"> • Maintain project finance information within Navision and other systems, ensuring all financial records are accurate and are stored and managed in accordance with project and SPC requirements (including with adequate evidence of implementation as is required for audit purposes). • Compile supporting documentation for audits. • Attend to financial queries raised by project team, donors, SPC corporate, auditors and project evaluators. 	
KRA 3: Provide support for financial accounting of regional activities and country-specific activities in all fifteen participating countries	
<ul style="list-style-type: none"> • Support senior project staff and collaborating entities to develop budgets for regional activities, and the subsequent financial management of those activities. • Support in-country project coordinators and Project Implementation Officers with managing country budgets, including building their capacity to use financial templates and apply SPC policies. • Monitor the financial delivery of the national implementation rate as per country planning documents and agreements. • Work with Project Implementation Officers to ensure monitoring and timely clearance of all country acquittals related to the project, including active management of foreign exchange. 	<ul style="list-style-type: none"> • Regional activity and country costed workplans are comprehensive, accurate, and aligned to the overarching project budget and templates. • Financial expenditure rate updated monthly for each regional activity and country as per plans. • Collaborating entity and country acquittals up-to-date and accurately reflect expenditure and foreign exchange rates on a monthly basis.
KRA 4: Provide financial support to other Geoscience Energy Maritime (GEM) Programme activities where required (5%)	
<ul style="list-style-type: none"> • Seek opportunities for collaboration with other GEM administration and financial staff to improve efficiency and effectiveness of the projects, programme and division. • Participate in training and capacity building provided by SPC. • Assist with the financial matters for other GEM and wider Divisional activities where required. 	<ul style="list-style-type: none"> • Support to GEM staff is professional, helpful and flexible – evidenced by positive staff feedback. • Training opportunities provided by SPC fully utilised.

Most Challenging Duties Typically Undertaken (Complexity):

- 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
External <ul style="list-style-type: none"> • Development partner (EU & other donors) • Collaborating entities (regional and national government agencies) • Project participants from national governments, regional organisations, NGOs, private sector, and communities • Auditors • Consultants, firms and commercial banks • Evaluation agencies Internal <ul style="list-style-type: none"> • BSRP II Project team • Other DCRP staff • GEM Director • Professional finance staff in GEM • SPC Corporate Finance • SPC's EU PMU • SPC regional office Directors • SPC Operations and Management teams • SPC Divisions 	<p>Consultation, reporting and negotiation Consultation and direct liaison</p> <p>Service provision and support</p> <p>Reporting, liaising, facilitating, and coordination of project support Consultation and negotiation Reporting</p> <p>Receiving and providing information and guidance, service provision and support, consultation and negotiation, reporting</p>

Level of Delegation:

Routine Expenditure Budget: nil

Budget Sign off Authority without requiring approval from direct supervisor: nil

Person Specification:

Qualifications

Essential:	Desirable:
Tertiary degree in business administration, commerce, accounting or similar field	<ul style="list-style-type: none"> • Relevant qualifications or training in project management, disaster risk management or climate change. • Professional accounting membership

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years' experience in commerce, accounting, business administration, which should include minimum 1 years' experience in the administration, implementation and monitoring of a multisectoral development project. • Understanding of project budgeting, financial reporting, donor reporting, audit requirements, and contracting. • Advanced computer skills in applications such as Microsoft Word and Excel • 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 administration and budgeting. • Fluency in English (written and verbal) 	<ul style="list-style-type: none"> • Experience with a regional organisation • Knowledge of EU, other donors' and SPC project management, financial and procurement systems. • Dealing with different reporting requirements in multi-currency - donor projects. • Work experience in projects in the Pacific Islands region • Advanced user of Microsoft Excel including macros and pivot tables • Understanding of disaster risk management and climate change issues in the 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"> • Strong numeracy skills, Accounting and financial management, including ability to accurately work across multiple currencies • Accurate and effective financial administration and systems involved with complex regional projects • Advanced excel spreadsheet skills including macros • Organisational, prioritisation, time management and records management skills • Highly motivated, dependable and organized, with a strong work ethic and proactive attitude to problem solving
Advanced level	<ul style="list-style-type: none"> • Financial analysis and report writing for management and donors • Effective communicator and team player • Ability to deal with confidential information in a professional manner • General administration and data entry skills • Ability to demonstrate attention to detail. • Ability to effectively manage high quantities of physical and electronic information. • Ability to work under pressure and to tight deadlines.
Working Knowledge	<ul style="list-style-type: none"> • SPC policies and procedures. • Financial systems software, preferably Navision. • Data and information management systems. • Financial reporting requirements - for donor and audit purposes. • Familiarity with national government and collaborating entity structures and processes • Working in a pacific development organisation oriented towards achieving development outcomes.
Awareness	<ul style="list-style-type: none"> • SPC vision and objectives • Pacific issues and travel systems • IFRS Accounting Standards

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 demeanour
- 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.