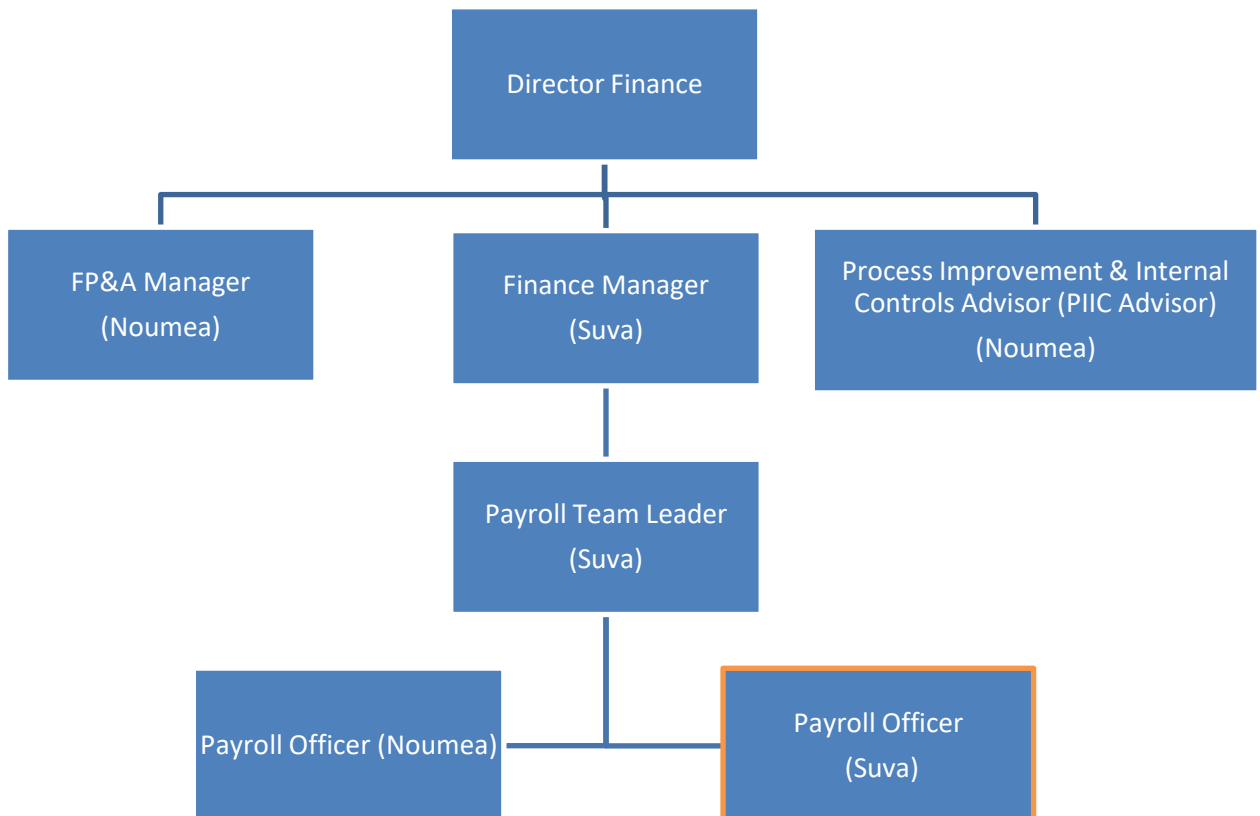




**JOB DESCRIPTION**

<b>Job Title:</b>	Finance Officer – Payroll
<b>Division and Section</b>	Operations and Management Directorate / Finance
<b>Location:</b>	Suva
<b>Reporting to:</b>	Payroll Team Leader
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	Preparation and payment of salaries and allowances; provision of advice to staff and clarifying queries on salary related matters; managing all statutory lodgments and payments and assist in systems improvement for payroll
<b>Date:</b>	June 2024

**Organizational Context and Organization Chart**



## Key Result Areas (KRAs):

1. Payment of SPC salaries and benefits, including statutory payments (60%)
2. Reconciliations of payroll related accounts (15%)
3. Operations of SPC Provident Fund (PF) (15%)
4. Other Support (10%)

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>Payment of SPC salaries and benefits, including statutory payments</b></p> <ul style="list-style-type: none"> <li>• Prepare and post staff salaries/allowances for all Fiji Based SPC staff and for other locations where allocated in accordance with payroll process</li> <li>• Prepare and maintain payroll records and answer all payroll related queries, including through Noumea payroll support where required</li> <li>• Ensure applicable auditing standards are met in relation to all payroll functions, and satisfactory records are kept. Assist in payroll audits</li> <li>• Process overseas transfers related to staff salaries</li> <li>• Update and calculate monthly SDR rates to ensure salaries are calculated accurately</li> <li>• Maintain spreadsheet of SDR rates to enable calculation of contract salary rates, and provide basis for budgeting for the next year</li> <li>• Check and pay salary advances that are within SPC rules.</li> <li>• Obtain currency rates for salary payments</li> <li>• Carry out end-of-contract processes related to payment of final salaries and entitlements for staff leaving SPC, and maintain on-going contact with former staff as required for their taxation etc</li> <li>• Assist any subsequent queries relating to payroll</li> <li>• Prepare all salary reports. Ensure payroll slips and payroll related reports for staff are processed as required or when requested by staff.</li> </ul>	<ul style="list-style-type: none"> <li>• SPC policies on salaries and allowances are accurately reflected in salary payments and advances</li> <li>• Salaries and allowances are accurately prepared and posted by end of each month</li> <li>• Salary related operations are examined and approved by auditors</li> <li>• Financial records are updated on a timely basis and are maintained separately for confidentiality</li> <li>• SDR rates are updated on a timely and accurate basis</li> <li>• Sufficient information is available for budget forecasting purposes. Budget forecasts are based on reasonable assessments</li> <li>• Good communication is maintained with management and staff, including those in regional offices</li> <li>• Management and staff expectations are met or exceeded and the required level of service is provided</li> <li>• Queries from external / internal auditors regarding payroll issues are attended in timely manner</li> <li>• Statutory payments are processed in a timely manner</li> <li>• Payroll slips and payroll related reports are timely and accurately provided for staff.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure Statutory payments such as Provident Fund, Taxes, Insurance etc are done on time</li> <li>• Attend / confirm queries relating to benefit entitlements with staff and HR</li> </ul>	
<p><b>Reconciliations of payroll related accounts</b></p> <ul style="list-style-type: none"> <li>• Perform reconciliation of all payroll related general ledger accounts, clearing accounts and any Suva specific payroll and staff accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts are reconciled on timely manner and issues verified and cleared.</li> </ul>
<p><b>Operations of SPC Provident Fund (PF)</b></p> <p>Process the activities of the localised Provident Fund. The main activities are</p> <ul style="list-style-type: none"> <li>- Assist staff with SPC PF related queries</li> <li>- Assessment of PF withdrawal and loan eligibility request from staff within SPC PF rules</li> <li>- Ensure that proper document evidence is provided for withdrawal request</li> <li>- Ensure that all loans are duly reimbursed</li> <li>- Calculation of member dividends from investment and loan interest</li> <li>- SPC PF term deposit reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and up-to date records of the Provident Fund's status are readily available</li> <li>• Accurate payouts are made to staff at the end of their contracts and ongoing contact is maintained with former staff as necessary</li> <li>• 6 monthly dividends distributed on a timely and accurate basis</li> <li>• Term deposit and other PF reconciliation is maintained in timely manner</li> </ul>
<p><b>Other Support</b></p> <ul style="list-style-type: none"> <li>• Proactively assist in the identification of areas within the payroll function that might require system or process changes and streamlining and to work with ICT and HR to ensure payroll changes and solutions are implemented</li> <li>• Ensure time sheet charges are posted to various budget codes as and when required</li> <li>• Provide advice to programme staff in relation to salary components of budgets</li> <li>• Perform tasks relating to payroll in the Finance Helpdesk</li> <li>• Take a team-oriented approach by proactively assisting others in the Finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll changes and solutions are implemented with the support of ICT and HR in a timely manner</li> <li>• All postings to be done in timely manner</li> <li>• Work with divisions to correctly record recovery charges</li> <li>• Assist during audits</li> <li>• Payroll is processed and payments made from either Suva or Noumea locations on a timely and accurately during absence of one of the Finance Officer – Payroll without disruption.</li> <li>• Staff receive satisfactory support and are presented with feasible options</li> <li>• Outcomes are satisfactory to all parties</li> </ul>

<ul style="list-style-type: none"> <li>• Work collaboratively with Finance Officer – Payroll Noumea to ensure continuity of payroll process and payments by acting as a backup in the event of absence due to leaves.</li> <li>• Provide advice and assistance for staff members in relation to payroll issues and assist Noumea payroll support personnel where required</li> <li>• Attend to all salary related queries with bank in Suva on behalf of SPC/Staff.</li> <li>• Any other tasks that may be delegated</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):**

<ul style="list-style-type: none"> <li>• Calculation of salaries and allowances given variations in staff entitlements, changes in staff circumstances and rate of staff recruitment/turnover. Salaries are a major component of SPC’s budget and a critical factor in corporate operations. SPC salaries are based on the SDR and a floor/ceiling level is applied depending on SDR fluctuations.</li> <li>• Requirement to deal in several currencies with widely fluctuating values.</li> <li>• Need to be proactive in ensuring all operations stand up to auditing scrutiny</li> <li>• Provision of advice to staff on their options in relation to local/international banking regulations and requirements of government administrative systems</li> <li>• Need to maintain confidentiality. Need to quickly master new software programmes and assimilate/adapt functions in response to changes.</li> </ul>
--

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Bank officers</li> <li>• External Auditors</li> <li>• FNPF - Provident Fund</li> <li>• FRCS – PAYE Tax</li> </ul>	<b>External</b> Providing information; seeking information; responding to auditor’s enquiries; liaising with banks on behalf of staff
<b>Internal</b> <ul style="list-style-type: none"> <li>• HR officers</li> <li>• Financial Manager/ Reporting Accountant</li> <li>• Other finance staff</li> <li>• All staff</li> <li>• Regional office staff</li> </ul>	<b>Internal</b> Providing information; seeking information; discussing interpretations of policies/rules; advising staff; liaising with administrative staff; advising staff association committee on salary issues.

**Level of Delegation:**

Routine Expenditure Budget: 0

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

**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"> <li>A degree or diploma in business administration, commerce, accounting or similar field.</li> </ul>	

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>For degree holders, at least 1-3 years of experience in a finance or accounting role, ideally with a focus on payroll.</li> <li>For diploma holders, at least 5 years of experience in a finance or accounting role, ideally with a focus on payroll.</li> <li>Excellent time management skills and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in processing payroll using a computerized system, HR System and Microsoft office software.</li> <li>Working knowledge of local statutory obligations mainly FRCS and FNPF reporting.</li> </ul>

**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>Excellent communicator with the ability to provide high quality service</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Ability to analyse and assess financial conditions, set priorities, work with minimal supervision, analyze systems and recommend improvements</li> <li>Excellent English communication skills (oral and written)</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>Accounting practices</li> <li>Financial systems software</li> <li>Corporate policies</li> <li>International and local banking systems</li> <li>Relevant financial regulations of staff home countries/member countries</li> <li>Currency values/exchange operations</li> <li>Ability to deal with confidential information in a professional manner</li> </ul>

Awareness	<ul style="list-style-type: none"><li>• SPC Regulations and Policies</li><li>• Ability to work well with section colleagues, Corporate Services staff and staff at all levels</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

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- Ability to focus on priorities and meet strict deadlines
- Ability to work under pressure
- Ability to establish good relationships with internal and external clients
- Ability to analyse/evaluate information and recommend course of action

**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.