



Pacific  
Community  
Communauté  
du Pacifique

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance &amp; Administration Assistant</b>
<b>Division/Programme</b>	Human Rights and Social Development
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Finance and Administration Officer – PROJECT Governance
<b>Number of Direct Reports:</b>	Nil
<b>Purpose of Role:</b>	Provide support to the HRSD PROJECT Governance with logistics for travel and workshops, regional events, administrative support in the implementation of the project, assistance in preparing donor reports.
<b>Date:</b>	October 2022

### 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, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

The Division 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. Assistance of the team occurs with 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 the Division encompasses the following objectives:

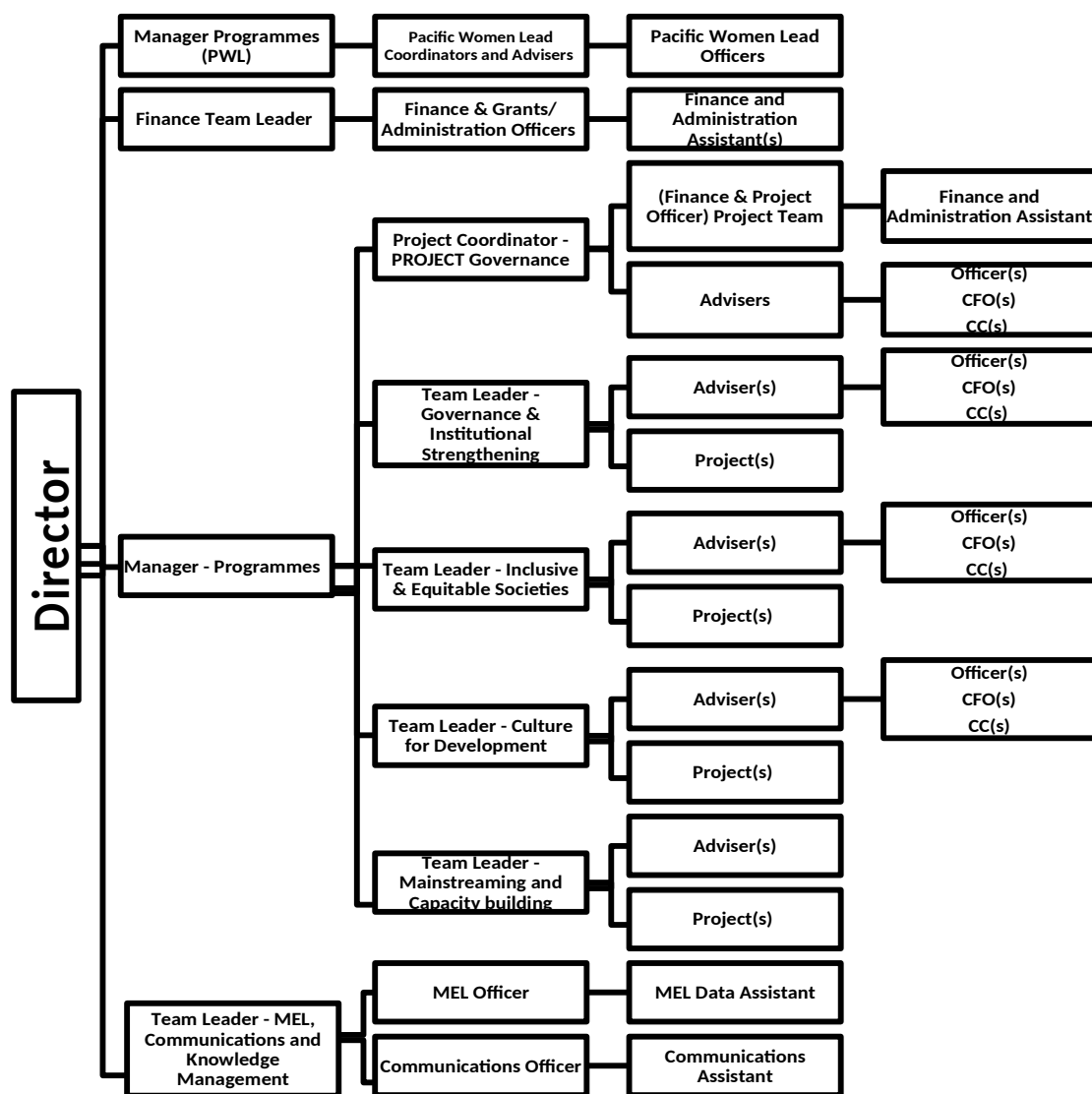
- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion 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.

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.

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.

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):

**KRA 1:** Project Accounting and Financial Management

**KRA 2:** Travel and Logistics for Meetings and Events

**KRA 3:** Project and overall program administrative support

**KRA 4:** Support to Sub Grant Management

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
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<p><b>KRA#1 Project Accounting and Financial Management</b></p> <ul style="list-style-type: none"> <li>Assists in preparing donor reports as required by PROJECT Governance grant agreement;</li> <li>Assists in compiling activity plan budgets;</li> <li>Attends to financial queries raised by project team, donors, SPC corporate;</li> <li>Provide correct Job Codes for all project payment vouchers (Electronic Payment Request), POS, receipts, invoices, journals, etc for posting into Navision</li> <li>Follows up with acquittals from all project staff;</li> <li>Supports in-country project coordinators and CFOs with managing budgets;</li> <li>Ensures all expenditures are charged to the correct budget lines as per the nature of activities budgeted;</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely donor reports prepared and sent to donors as per donor requirements.</li> <li>Donor acquittal reporting has all certified document copies with reconciliations.</li> <li>Project reports are approved by donors/management.</li> <li>Project balances are reviewed and reconciled quarterly.</li> <li>All payments are made using the correct project Job codes.</li> <li>Acquittals have proper documentation with summary of cost and compiled accurately.</li> <li>All acquittals are checked and journals are done for reversals.</li> </ul>
<p><b>KRA#2 Travel and Logistics for Meetings and Events</b></p> <ul style="list-style-type: none"> <li>Develops budgets for regional workshops and other activities;</li> <li>Develops communications such as Government Protocol letters and Administrative Notes for events that are precise and use appropriate language;</li> <li>Ensures all events/travel follow SPC procedures for procurement and travel;</li> <li>Receives quotes from venues and travel agents that are suitable for PROJECT Governance activities and in line with SPC Travel and Procurement Policies, paying attention to disability inclusive venues;</li> <li>Liaises with project staff regarding workshop materials and supplies that need to be shipped or purchased for the purpose of workshops / trainings;</li> <li>Ensures event management and support to project staff at event location where appropriate;</li> <li>Flights are booked well in advance; with options for travel provided with budget implications for advisors / HRSD staff;</li> <li>Ensures 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;</li> <li>Ensures proper acquittal of all advances and per diems post workshops.</li> </ul>	<ul style="list-style-type: none"> <li>Quotes for all PROJECT Governance activities such as workshops / training /events are suitable and received in a timely manner.</li> <li>Workshops/ training /events budgets are developed with few errors and are accepted by Finance and Administration Officer and Director.</li> <li>Workshops / training /events run smoothly as all logistics completed in a timely and successful manner.</li> <li>Materials compiled and collated on time and received at workshop venue prior to event.</li> <li>Workshop participants are informed of events/ administrative arrangements in a timely and accurate manner – evidenced by few participant complaints.</li> <li>Events are managed well, with set-up and all logistics handled prior to start evidenced by smooth events with no logistical complaints from staff or participants</li> <li>Per diems/DSA accounted for, with signatures received in an accountable and secure manner with no loss of cash / income.</li> </ul>
<p><b>KRA#3 Project and overall program administrative support</b></p> <ul style="list-style-type: none"> <li>Sets agendas, takes minutes and organises files for SPC internal PROJECT Governance meetings;</li> </ul>	<ul style="list-style-type: none"> <li>Administrative support is provided in accordance with SPC administrative policies and procedures evidenced by positive feedback from SPC administration / HRSD staff.</li> </ul>

<ul style="list-style-type: none"> <li>Ensures all project-related SPC staff that are giving partial time to the project are regularly maintaining time sheets;</li> <li>Orders project supplies and equipment as needed;</li> <li>Receives and dispatches project mail;</li> <li>Ensures general project equipment maintenance and cleanliness;</li> <li>Provides copying/printing and related support to Programme Manager;</li> <li>Provides procurement support for the hiring of any consultants under the project;</li> <li>Provides minutes/note-taking support to Programme Manager as required.</li> <li>Any other administrative tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>Project-related staff administrative and logistics needs are met, as evidenced by a smooth running of the project administration tasks.</li> <li>Liaison with project vendors, consultants, partners, etc. is courteous and professional evidenced by positive feedback.</li> <li>Support to project-related staff is professional, helpful and flexible as well as continuously reliable – evidenced by positive staff feedback.</li> </ul>
<p><b>KRA#4 Support Sub Grant Management</b></p> <ul style="list-style-type: none"> <li>Work with Project Coordinator, Project Finance Officer and SPC Finance and Procurement to ensure Project Sub Grantees are well aware of SPC and Donor requirements and policies in terms of implementation and reporting</li> <li>Ensure timely acquittals are received and disbursements are made to sub-grantees</li> <li>Provide support to grantees in terms of grants management and acquittals process as and when required.</li> <li>Ensure adherence to SPC Policies and USAID requirements by the grantees.</li> </ul>	<ul style="list-style-type: none"> <li>Smooth granting and implantation process</li> <li>Acquittals received and verified in a timely manner – accepted and approved by USAID.</li> <li>Timely disbursements of grants</li> <li>Sub Grantees are well aware and in adherence to SPC policies and procedures</li> </ul>

### Most Challenging Duties Typically Undertaken (Complexity):

- Developing a good understanding of project requirements for financial implications, reconciliation and reporting.
- Presenting financial reports acceptable by donors/authorising officers.
- Supporting logistics for project events such as regional workshops / consultations, training and other events.
- Managing timely travel for project staff and workshop participants.
- Ensuring per diems, flight tickets, administrative notes acquitted in a timely and professional / thorough manner.

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>Airline / Travel Agents</li> <li>Vendors</li> <li>Project sub-grantees and consultants</li> <li>Hotels and Conference Facilities</li> <li>Project workshop participants</li> <li>Partner agencies</li> </ul>	<ul style="list-style-type: none"> <li>Receives information, communicates, negotiates, informs, facilitates, coordinates communication, provides security and information</li> </ul>

<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>HRSD Director, Team Leaders, Finance and Administration Officer, Senior Human Rights Advisors, PROJECT Governance staff.</li> </ul>	<ul style="list-style-type: none"> <li>Informs, communicates, facilitates and coordinates information flow, provides responses, assists with processing requests, coordinates tasks, processes and provides records, drafts financial reports, collaborating, advising, receiving and providing technical inputs.</li> </ul>
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#### Level of Delegation:

Routine Expenditure Budget: *nil*

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

\*\*\* *No need to mention SPC instrument of delegation authorities here* \*\*\*

#### Personal Specification:

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>A diploma in Finance or Accounting or a related field, or equivalent relevant work experience</li> </ul>	<p>Advantageous to have prior work experience with an international development agency.</p>

#### Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 3-4 years' experience in project accounting in an international or regional organization including experience with financial management information systems</li> <li>Experience in travel and logistics management</li> <li>Experience organizing large, complex regional events</li> <li>Experience in managing procurement, purchase orders, invoicing, payment, and other finance processes</li> <li>Strong interpersonal skills and an ability to work with a wide range of individuals in a multicultural environment</li> <li>Demonstrated organizational, administrative, and multi-tasking skills</li> <li>Experience using <b>Navision Software</b> or similar finance software</li> <li>Experience in airline ticketing and communicating with airline agents</li> </ul>	<ul style="list-style-type: none"> <li>Travel experience, travel booking experience</li> <li>Prior experience of providing secretariat support to project team</li> <li>Project management experience</li> <li>Ability to systemically file, maintain filing systems</li> <li>Highly motivated, dependable, and organized, with a strong work ethic and proactive attitude to problem solving.</li> </ul>

#### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Accurate and effective processing of financial data according to international accounting standards
Advanced level	Effective communicator and team player
Working Knowledge	Knowledge of International and local banking procedures
Awareness	Ability to deal with confidential information in a professional manner

### 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

### 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.