

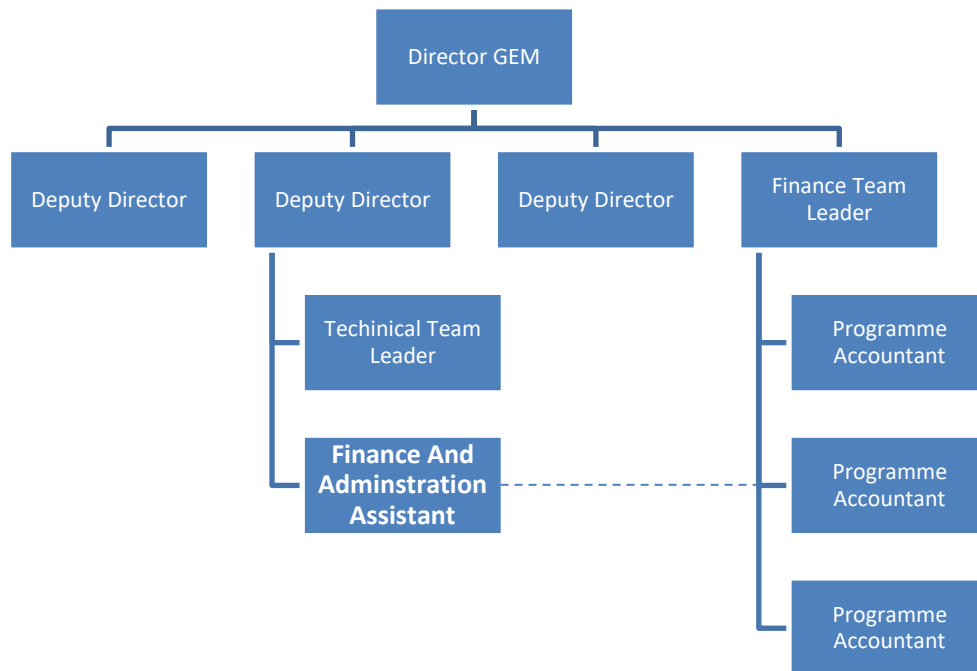


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Finance and Administration Assistant</b>
<b>Division/Programme and Section/Project (if any):</b>	Programme level at GEM
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Technical Team Leader
<b>Number of Direct Reports:</b>	None
<b>Purpose of Role:</b>	The position will be responsible for supporting the administrative and financial delivery of a range of GEM projects in accordance with SPC and Donor requirements. Responsibilities include management of project accounting, audit, and budgetary controls, monitoring of project sub contractual requirements, support for procurement of works and services contracts, support for the development and acquittal of country grant agreements funding with Pacific Island countries. Where needed and possible, the Finance and administration assistant may be required to assist other projects within the GEM Division and the GEM finance team.
<b>Date:</b>	April 2024

### Organizational Context and Organization Chart

The **Geosciences, Energy and Maritime (GEM)** Division of SPC is comprised of three technical programmes : i) Oceans and Maritime (ii) Georesources and Energy; and iii) Disaster and Community Resilience.



**Key Result Areas (KRAs):**

The position of **Finance and Administration Assistant** encompasses the following major functions or Key Result Areas:

1. Financial and procurement support services (50%);
2. Travel and logistics support services (35%); and
3. Administration and operations support (15%).

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA#1: Financial and procurement support services:</b></p> <ul style="list-style-type: none"> <li>• Supporting the delivery of financial and procurement reports using SPC financial systems</li> <li>• Monitoring project expenditure against approved budget on a monthly basis</li> <li>• Conducting financial analysis of project delivery for decision-making</li> <li>• Ensuring financial transactions and project procurements comply with SPC’s Financial and Procurement guidelines</li> <li>• Facilitating all project cash advances where required and follow up on related acquittals</li> <li>• Facilitating project payments</li> <li>• Facilitating sub-recipient grants to countries and ensure that quarterly sub-recipient acquittals are received and processed in system.</li> <li>• Working closely with GEM finance team on project related matters for corporate audits</li> <li>• Working closely with the GEM finance team to assist in project audits and provide</li> </ul>	<ul style="list-style-type: none"> <li>• Donor reports are submitted on time with reconciled figures from SPC systems</li> <li>• Internal reports are accurate and in line with donor agreements, work plans and SPC rules and regulations</li> <li>• Expenditures are charged correctly and in accordance with approved budget codes</li> <li>• Payments are executed in a timely manner</li> <li>• Project audits are done within the set timelines</li> <li>• Commitment listings are up to date with no prior year end dates.</li> <li>• Sub Recipient advances are sent, and acquittals are received in accordance with agreements</li> <li>• Project procurement is undertaken in an effective and efficient manner and managed in accordance with the SPC Procurement Policy</li> <li>• All contracts are maintained in a database and managed including procurement documents</li> </ul>

<p>support with the retrieval of documents required for project audits</p> <ul style="list-style-type: none"> <li>• Verifying requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and preparing timely and accurate purchase orders and ensure commitment lists remain accurate</li> <li>• Ensuring commitment lists are run regularly and all Purchase Orders are cleared in a timely manner.</li> <li>• Sourcing valid quotations from reliable service providers</li> <li>• Supporting and building capacity with country counterparts (including project coordinators and support staff) to deliver on SPC procurement and financial requirements.</li> <li>• Providing mentoring and capacity building support to remote SPC project teams as necessary, including to locally based project finance and administration staff.</li> <li>• Providing backstopping support to other project teams within GEM and SPC.</li> <li>• Any other tasks assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Country beneficiaries' administrative needs supported.</li> <li>• Assets and materials procured and managed well in liaison with relevant internal and external stakeholders.</li> <li>• Country counterparts have the capacity to deliver on SPC procurement and financial requirements.</li> <li>• Finance and administration staff of remote SPC project teams access mentoring and capacity support when needed.</li> </ul>
<p><b>KRA#2: Travel and Logistics Management</b></p> <ul style="list-style-type: none"> <li>• Managing travel requirements for programme staff, including liaising with travel agents on itinerary and tickets.</li> <li>• Ensuring travel is budgeted for and in line with work plan.</li> <li>• Supporting the development of budgets for regional workshops and field travel needs.</li> <li>• Facilitating travel arrangements for Regional and National Workshops.</li> <li>• Providing facilitation and logistical support to Regional and National Workshops, including securing workshop venues, accommodation and other services.</li> <li>• Preparing Country Circulars to SPC focal points to advise on workshops and events.</li> <li>• Managing administrative functions relating to workshops and meetings</li> <li>• Working closely with SPC's Travel team on all requests</li> </ul>	<ul style="list-style-type: none"> <li>• Project travel is effectively managed.</li> <li>• Workshops and meetings are successfully completed.</li> <li>• Travel arrangements and workshop logistics are in accordance with SPC policies.</li> </ul>
<p><b>KRA#3: Administration and Operations Support</b></p> <ul style="list-style-type: none"> <li>• Managing day-to-day administration and operations work</li> <li>• Managing and monitoring project filing systems, including the archiving and backup of project documents, information and data in a format suitable for supporting mid-term and terminal evaluations.</li> </ul>	<ul style="list-style-type: none"> <li>• Administration functions successfully managed</li> <li>• Project documents, data and information properly filed and managed</li> </ul>

<ul style="list-style-type: none"> <li>Effectively managing project assets records.</li> <li>Providing support on programme related matters as and when required</li> </ul>	<ul style="list-style-type: none"> <li>All information relating to mid term and terminal reviews are readily available</li> <li>Official and unofficial communications are drafted and disseminated.</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):**

- Multi-tasking in a complex multi stakeholder environment
- High workloads requiring prioritization in an often-intense environment for time and attention
- Managing administrative needs of donor, SPC and country requirements
- Providing sound and timely technical advice on project finances, procurement and administration requirements
- Providing sound and timely advice on donor agreements, requirements and policies
- Providing capacity building and backstopping support to staff responsible for the financial management and administration of local and remote projects (including both SPC staff and country counterparts).

**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>SPC Focal Points</li> <li>Regional partners and donors</li> <li>Contractors and consultants in project countries</li> <li>Suppliers and service providers in project countries</li> <li>Private sector</li> </ul>	<ul style="list-style-type: none"> <li>Direct in-country liaison</li> <li>Direct on-island interaction for consultation, planning and project implementation in terms of finance and administration and meeting management</li> <li>Preparing reports and supporting documentation</li> <li>Explaining, providing feedback on the project, particularly financial advice</li> <li>Explaining, providing information and advice especially relating to budgets and payments</li> <li>Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements</li> <li>Interacting, advising, gaining assistance, resolving minor conflicts, negotiating</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>SPC Finance, Travel, and Procurement units</li> <li>GEM Procurement officer</li> <li>GEM Project Team members</li> <li>GEM Division</li> </ul>	<ul style="list-style-type: none"> <li>Teamwork, collaborating, advising, receiving and providing technical input</li> <li>Courtesy, giving and receiving information, explaining things to people, clarifying needs</li> <li>Interacting, advising, gaining assistance, resolving minor conflicts, negotiating</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: None

Budget Sign off Authority without requiring approval from direct supervisor: *None*

**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 in business administration, commerce, accounting, or similar field with 3 years of experience in project accounting or financial administration in a medium to large organisation; or</li> <li>• A diploma in business administration, commerce, accounting or similar field with 5 years of experience in project accounting or financial administration in a medium to large organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Accounting Membership</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Demonstrated experience in donor project finance and administration</li> <li>• Demonstrated experience in financial audit administration</li> <li>• Sound experience in logistics management inclusive of travel for workshops and training programs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work under minimum supervision</li> <li>• Good team player</li> <li>• Good working knowledge of the Pacific</li> <li>• Experience in Regional and International organization will be an added advantage</li> <li>• Experience with Relevant Donor project</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>• Financial systems</li> <li>• Professional skills</li> <li>• Planning and organising</li> <li>• Prioritization of tasks</li> <li>• Project administration and support</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Attention to detail</li> <li>• Decision making/problem solving</li> <li>• Report writing</li> </ul>

Working knowledge	<ul style="list-style-type: none"> <li>• Negotiation</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Ability to deal with confidential information in a professional manner</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
- Building Individual Capacity

**Personal Attributes**

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

**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.