



JOB DESCRIPTION

Job Title	Finance and Administration Assistant
Division	Human Rights and Social Development
Location	Suva, Fiji
Line/Hiring Manager	Finance and Administration Officer
Purpose of role	The position will be responsible for supporting the administrative and financial delivery of a range of 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 service 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 Division and the finance team
Date	September 2023

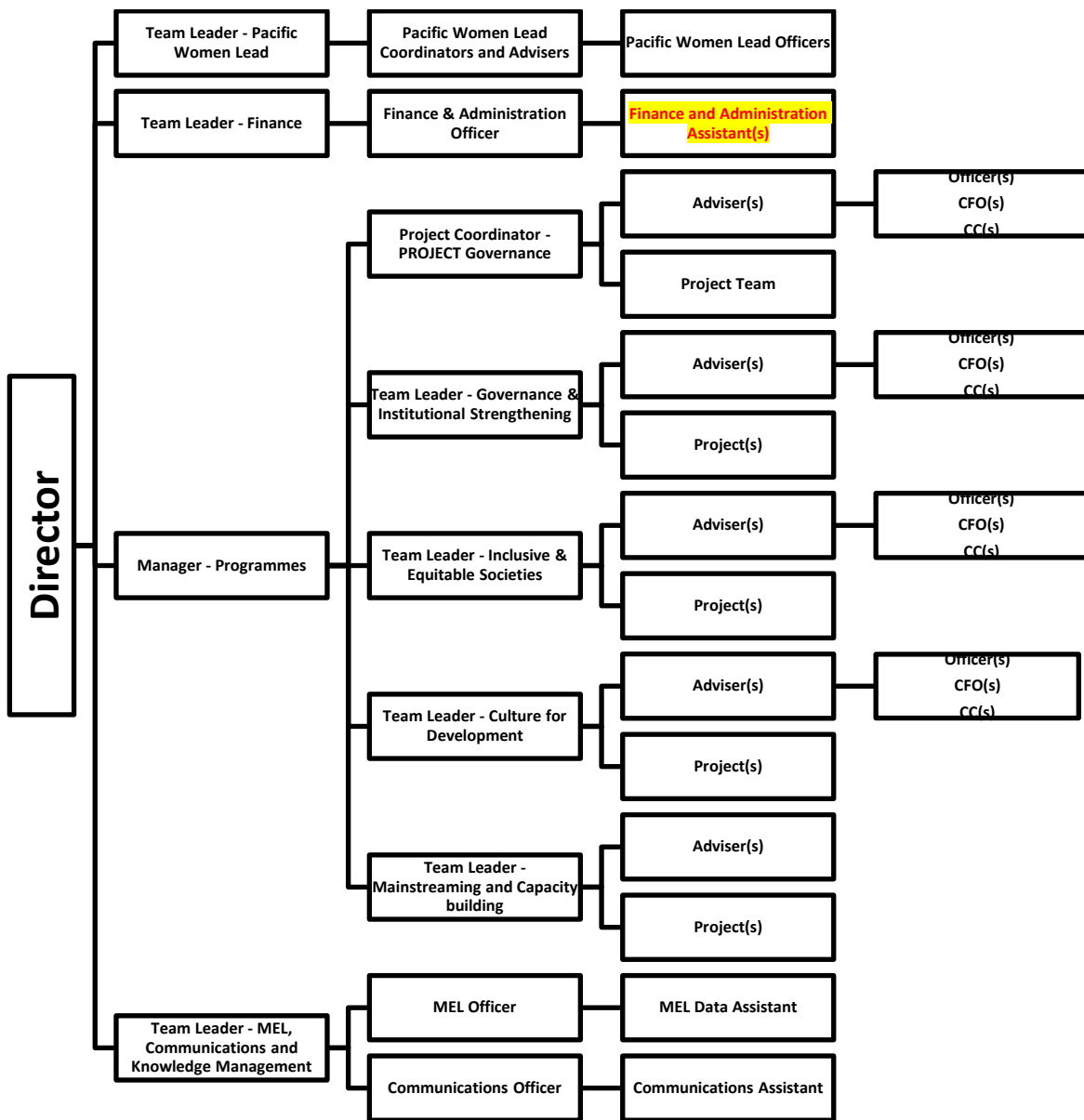
Organizational Context and Organization Chart

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.



Key Result Areas (KRAs):

1. **KRA 1:** Financial and Procurement Support (50%)
2. **KRA 2:** Travel and Logistics Support (35%)
3. **KRA 3:** Administration and Operations Support (15%)

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

Key Result Areas	Jobholder is successful when
KRA 1: Financial and procurement support (50%)	
<ul style="list-style-type: none"> • Supporting the delivery of financial and procurement reports using SPC financial systems • Monitoring project expenditure against approved budget on a monthly basis • Conducting financial analysis of project delivery for decision-making • Ensuring financial transactions and project procurements comply with SPC's Financial and Procurement guidelines 	<ul style="list-style-type: none"> • Donor reports are submitted on time with reconciled figures from SPC systems • Internal reports are accurate and in line with donor agreements, work plans and SPC rules and regulations • Expenditures are charged correctly and in accordance with approved budget codes • Payments are executed in a timely manner • Project audits are done within the set timelines

<ul style="list-style-type: none"> • Facilitating all project cash advances where required and follow up on related acquittals • Facilitating project payments • Facilitating sub-recipient grants to countries and ensure that quarterly sub-recipient acquittals are received and processed in system. • Working closely with finance team on project related matters for corporate audits • Working closely with the finance team to assist in project audits and provide support with the retrieval of documents required for project audits • 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 • Ensuring commitment lists are run regularly and all Purchase Orders are cleared in a timely manner. • Sourcing valid quotations from reliable service providers • Supporting and building capacity with country counterparts (including project coordinators and support staff) to deliver on SPC procurement and financial requirements. • Providing mentoring and capacity building support to remote SPC project teams as necessary, including to locally-based project finance and administration staff. • Providing backstopping support to other project teams within GEM and SPC. • Any other tasks assigned by the supervisor 	<ul style="list-style-type: none"> • Commitment listings are up to date with no prior year end dates. • Sub Recipient advances are sent and acquittals are received in accordance with agreements • Project procurement is undertaken in an effective and efficient manner and managed in accordance with the SPC Procurement Policy • All contracts are maintained in a database and managed including procurement documents • Country beneficiaries' administrative needs supported. • Assets and materials procured and managed well in liaison with relevant internal and external stakeholders. • Country counterparts have the capacity to deliver on SPC procurement and financial requirements. • Finance and administration staff of remote SPC project teams access mentoring and capacity support when needed.
<p>Key Result Area 2: Travel and Logistics Management (35%)</p>	
<ul style="list-style-type: none"> • Managing travel requirements for programme staff, including liaising with travel agents on itinerary and tickets. • Ensuring travel is budgeted for and in line with work plan. • Supporting the development of budgets for regional workshops and field travel needs. • Facilitating travel arrangements for Regional and National Workshops. • Providing facilitation and logistical support to Regional and National Workshops, including securing workshop venues, accommodation and other services. • Preparing Country Circulars to SPC focal points to advise on workshops and events. • Managing administrative functions relating to workshops and meetings • Working closely with SPC's Travel team on all request 	<ul style="list-style-type: none"> • Project travel is effectively managed. • Workshops and meetings are successfully completed. • Travel arrangements and workshop logistics are in accordance with SPC policies

Key Result Area 3: Administrations and operations support (15%)

<ul style="list-style-type: none"> • Managing day-to-day administration and operations work • 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. • Effectively managing project assets records. • Providing support on programme related matters as and when required 	<ul style="list-style-type: none"> • Administration functions successfully managed • Project documents, data and information properly filed and managed • All information relating to mid term and terminal reviews are readily available • Official and unofficial communications are drafted and disseminated.
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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 (Work Complexity):

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

	<ul style="list-style-type: none"> Interacting, advising, gaining assistance, resolving minor conflicts and negotiating.
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Level of Delegation:

Routine Expenditure Budget: None

Budget Sign Off Authority without requiring approval from direct supervisor: None

Person Specifications:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Degree in relevant field such as accounting, financial management or business administration. 	<ul style="list-style-type: none"> Professional accounting membership

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 3 years' experience in project finance and administration Demonstrated experience in donor project accounting. Sound collaboration and team working skills Strong analytical ability and demonstrated understanding of complex accounting or finance issues in a development context. Fluency in English. 	<ul style="list-style-type: none"> Experience in the Pacific Islands region. Demonstrated experience in working with international or regional organisations. Demonstrated knowledge of Navision, Power BI, Jet Reports and SharePoint. Advanced excel skills Fluency in French.

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 Financial accounting and administration systems Prioritisation of tasks
Advanced level	Effective communicator Team player Attention to detail Problem Solving
Working Knowledge	International and local banking procedures Negotiation
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:*

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement
- Promotion of Equity and Equality
- Teamwork

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.