



## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance and Administration Assistant</b>
<b>Division</b>	PWL @ SPC, HRSD
<b>Location</b>	Suva, Fiji
<b>Reporting to</b>	Finance and Administration Officer with matrix reporting to Operations and Administration Officer, (Pacific Women Lead), HRSD
<b>Direct Reports</b>	0
<b>Purpose of the role</b>	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
<b>Date</b>	April 2024

### Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

SPC and its secretariat shares the vision for our region adopted by Pacific Islands Forum Leaders under the Framework for Pacific Regionalism: Our Pacific vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy and productive lives. SPC's mission is to work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of the Pacific Islands' contexts and cultures.

SPC's headquarters are in Noumea, New Caledonia. Our other offices are the Fiji Regional Office in Suva, Fiji; the Micronesia Regional Office in Pohnpei, Federated States of Micronesia; the Melanesia Regional Office in Port Vila, Vanuatu; and a country office in Honiara, Solomon Islands.

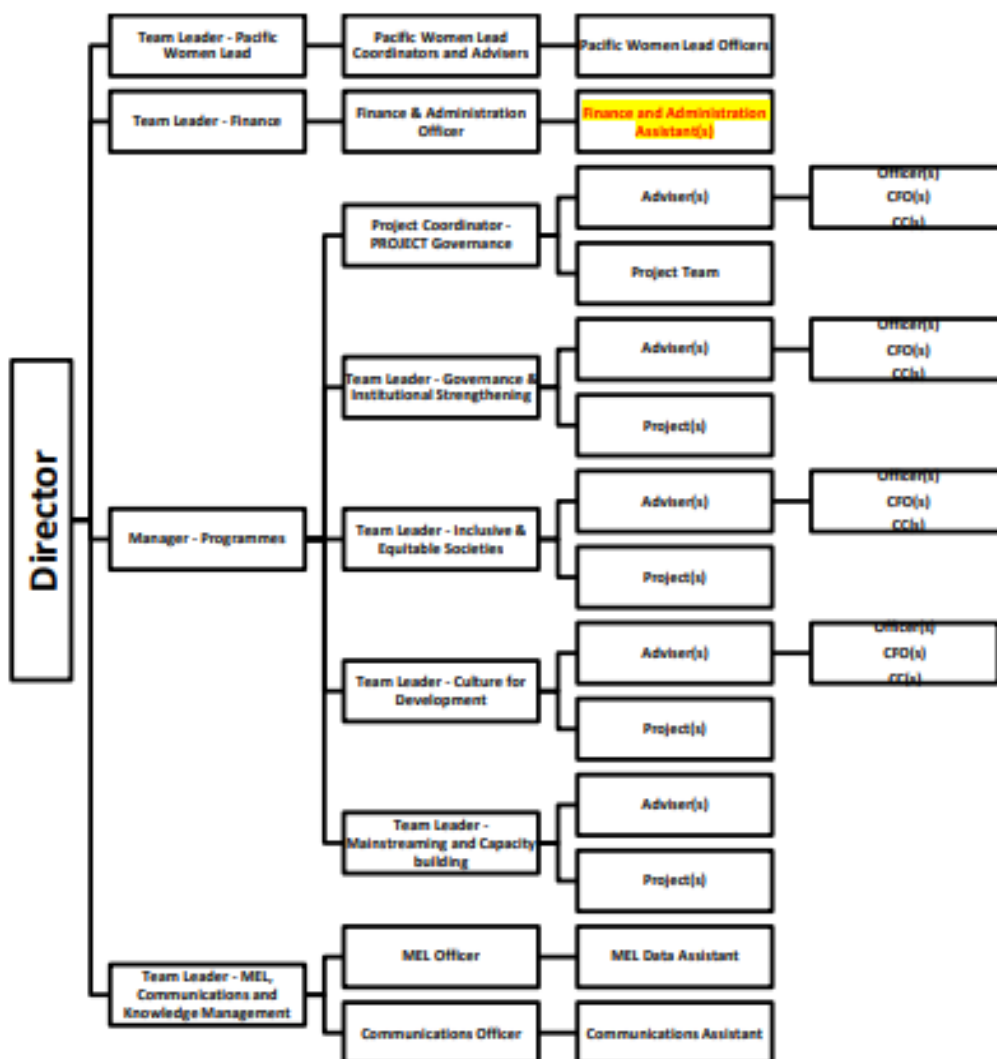
The vision of the Human Rights and Social Development Division is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, equality and social inclusion for all Pacific people, grounded in cultural values and principles.

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:*

Jobholder is accountable for:	Jobholder is successful when
<p><b>KRA#1: Financial and procurement support (50%)</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 finance team on project related matters for corporate audits</li> <li>• Working closely with the finance team to assist in project audits and provide support with the retrieval of documents required for project audits</li> <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</li> <li>• 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 HRSD and SPC.</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> <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>

<ul style="list-style-type: none"> <li>Any other tasks assigned by the supervisor</li> </ul>	
<p><b>KRA#2: Travel and Logistics Management (35%)</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 request</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: Administrations and operations support (15%)</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> <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>Administration functions successfully managed</li> <li>Project documents, data and information properly filed and managed</li> <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>

**Most Challenging Duties Typically Undertaken (Work Complexity):**

<ul style="list-style-type: none"> <li>Multi-tasking in a complex multi stakeholder environment</li> <li>High workloads requiring prioritization in an often-intense environment for time and attention</li> <li>Managing administrative needs of donor, SPC and country requirements</li> <li>Providing sound and timely technical advice on project finances, procurement and administration requirements</li> <li>Providing sound and timely advice on donor agreements, requirements and policies</li> <li>Providing capacity building and backstopping support to staff responsible for the financial management and administration of local and remote projects (including</li> </ul>
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**Functional Relationships & Skills:**

Key Internal and/or External Contacts	Nature of the Contact Most Typical
<p><b>External</b></p> <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 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>
<p><b>Internal</b></p> <p>SPC Finance, Travel, and Procurement units            HRSD Procurement officer            HRSD Project Team members            HRSD Division            Suva HR, Administration</p>	<ul style="list-style-type: none"> <li>• Team working collaborating, advising, receiving and providing technical input.</li> <li>• Courtesy, giving and receiving information, explaining things to people and clarifying needs.</li> <li>• Interacting, advising, gaining assistance, resolving minor conflicts and negotiating</li> </ul>

**Level of Delegation:**

Overall Operational Budget managed by role: None

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

## Person Specifications:

### Qualifications

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

### Key Skills/Attributes/Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>Accurate and effective processing of financial data according to international accounting standards</li> <li>Financial accounting and administration systems</li> <li>Prioritization of tasks</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>Effective communicator</li> <li>Team player</li> <li>Attention to detail</li> <li>Problem Solving</li> </ul>
<b>Working knowledge</b>	<ul style="list-style-type: none"> <li>International and local banking procedures</li> <li>Negotiation</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>Ability to deal with confidential information in a professional manner</li> </ul>

### Key Behaviors

All employees are measured against the following **Key Behaviors** as part of Performance Development:

- Building Individual Capacity
- Change and Innovation
- Interpersonal Skills
- Judgement

- Leadership
- 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.*