



JOB DESCRIPTION

Job Title:	Finance and Administration Assistant - PCCOS
Division/Programme and Section/Project (if any):	The Pacific Community Centre for Ocean Science (PCCOS)
Location:	Suva, FIJI
Reporting to:	Project Manager PCCOS, Programme Accountant GEM (dotted line)
Number of Direct Reports :	None
Purpose of Role:	The position will be responsible for supporting the administrative and financial delivery of PCCOS and support to related 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 SPC.
Date:	October 2024

Organizational Context and Organization Chart

About Us

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 unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The Pacific Community Centre for Ocean Science (PCCOS)

In commemorating the SPC's 70th anniversary, the 10th Pacific Community Conference agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub. Through support from the New Zealand Government and various other development partners, PCCOS has been fully operational since 2021 and is actively working to help Pacific Island governments and communities **easily access the ocean science and expertise they need to make informed decisions** and to protect and sustainably manage ocean resources.

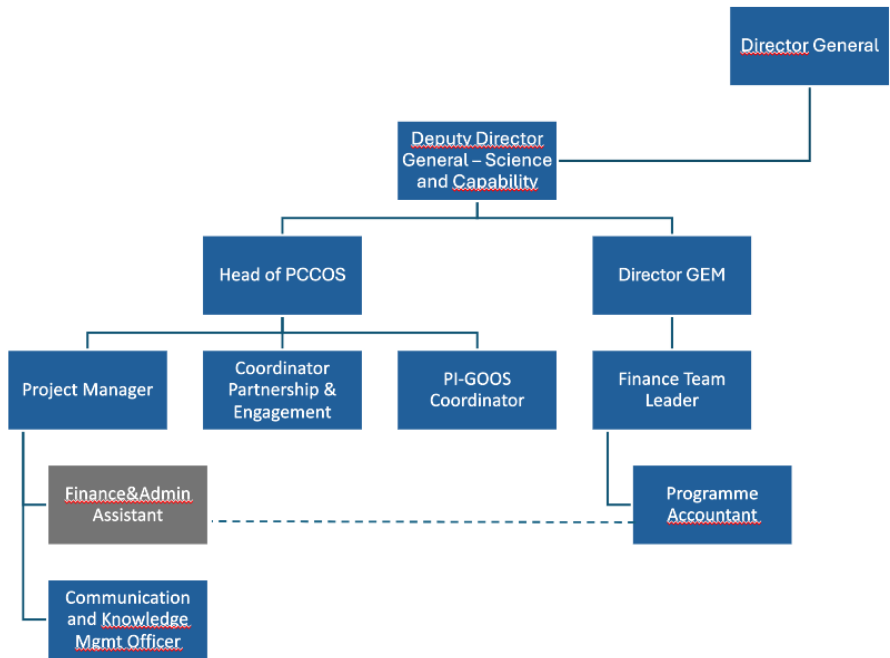
More specifically, PCCOS aiming at achieving the following objectives:

1. Facilitate and promote **cross-divisional engagement and cooperation internally at SPC** for a better-integrated service to its members and continued building of ocean science excellence at SPC.
2. Contribute to **strategic partnerships in ocean science** with a large number of institutions and initiatives at the national level, regionally (particularly with other CROP agencies) and internationally.
3. Coordinate the approach with **government agencies responsible for implementing ocean policies** and progressing against SDG 14.

PCCOS is now leading the design of the SPC Ocean Flagship through consultation with SPC divisions and regional partners, as well as coordinating cross-divisional projects, implemented across SPC divisions (FAME, GEM, CCES). PCCOS is also implementing seed-projects/programmes such as the Pacific Islands Ocean Acidification Center (PIOAC), the Pacific Islands Decade Coordination Center (PI-DCC), and the Regional Alliance of the Global Ocean Observing System (PIGOOS), that all have regional coordination mandates.

About the Role

The Finance and Administration Assistant will provide support to PCCOS operations, events, and activities. It will support financial and procurement actions on a day-to-day basis and will help organize travels and logistics for national, regional and international events. It will work closely with the Project Adviser and the PCCOS team to ensure good financial and administrative management practices.



Key Result Areas (KRAs):

The position of **Finance and Administrative 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
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<p>KRA#1: Financial and procurement support services:</p> <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 • Supporting financial analysis of project delivery for decision-making • Ensuring financial transactions and project procurements comply with SPC’s Financial and Procurement guidelines • Facilitating all project cash advances where required and follow up on related acquittals • Facilitating project payments • Facilitating sub-recipient grants to countries and ensuring that quarterly sub-recipient acquittals are received and processed in system • Working closely with GEM and SPC Corporate finance teams on project related matters for corporate audits • Working closely with the GEM and SPC Corporate finance teams 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) • Providing backstopping support to other project teams within GEM and SPC • Any other tasks assigned by the supervisor 	<ul style="list-style-type: none"> • 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 • 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 and 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 <ul style="list-style-type: none"> ▪ Finance and administration staff of remote SPC project teams access mentoring and capacity support when needed
<p>KRA#2: Travel and Logistics Management</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 using the NuTrip system for International, Regional and National Workshops 	<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

<ul style="list-style-type: none"> • 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 requests 	
<p>KRA#3: Administration and Operations Support</p> <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

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"> • 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 guidance on project finances, procurement and administration requirements • Providing sound and timely support on donor agreements, requirements and policies • Providing backstopping support to staff responsible for the financial management and administration of local and remote projects

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 • Travel agencies • 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

	<ul style="list-style-type: none"> • Explaining, providing information especially relating to budgets and payments • Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements •
Internal <ul style="list-style-type: none"> • SPC Finance, Travel, and Procurement units • SPC Procurement officer • PCCOS and GEM Project Team members • PCCOS, GEM, FAME, CCES, PDH teams 	<ul style="list-style-type: none"> • Teamwork, collaborating, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs •

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"> • A diploma in business administration, commerce, accounting or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • Professional Accounting Membership

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • 5 years of experience in project accounting or financial administration in a medium to large organization • Demonstrated experience in donor project finance and administration • Experience in financial audit administration • Sound experience in logistics management inclusive of travel for workshops and training programs 	<ul style="list-style-type: none"> • Ability to work under minimum supervision • Good team player • Good working knowledge of the Pacific • Experience in Regional and International organization will be an added advantage • Experience with Relevant Donor project • Effective communication skills in French

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"> • Financial systems • Professional skills • Planning and organising • Prioritization of tasks • Project administration and support
Advanced level	<ul style="list-style-type: none"> • Effective communicator • Attention to detail • Decision making/problem solving • Report writing
Working knowledge	<ul style="list-style-type: none"> •
Awareness	<ul style="list-style-type: none"> • 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:

- 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.