



JOB DESCRIPTION

Job Title:	Finance and Administration Assistant
Division/Programme and Section/Project (if any):	One Health Programme, Land Resources Division/Public Health Division
Location:	Suva, Fiji
Reporting to:	Senior Finance Officer (LRD) with matrix reporting to One Health Coordinator
Number of Direct Reports:	Nil
Purpose of Role:	The role will provide support to the USAID funded Global Health Security Program with the administrative and financial delivery of the project in accordance with SPC and Donor requirements. Responsibilities include support for project accounting, audit, financial monitoring, procurement and grants services, financial acquittals and general administration
Date:	November 2024

Organizational Context

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 20 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.

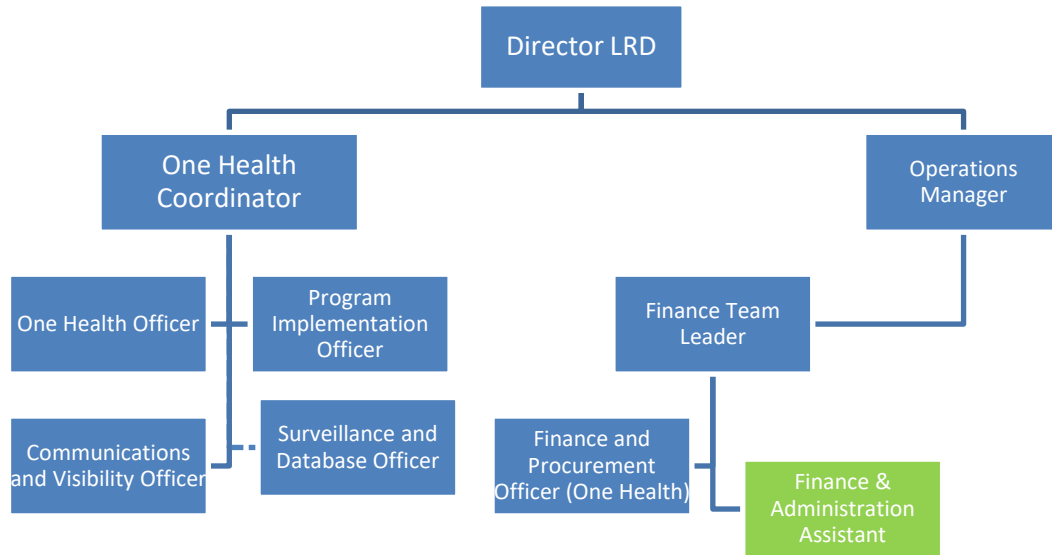
SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into **integrated programmes**. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century and work together with our members and achieve impact for Pacific people.

'One Health' is an approach to designing and implementing programmes, policies, legislation, and research in which multiple sectors communicate and work together to achieve better public health outcomes (World Health Organisation, 2022). The use of the One Health approach is so important in our daily lives as human, animal and environmental health are inextricably linked through the ecological realities governing life. The foundation of One Health is communication, coordination, and collaboration among human, animal, environmental health, and other relevant partners at national, regional, and international level.

This is a key position in the USAID Global Health Security Program as it will support the delivery and

execution of workplans through the provision of sound financial and procurement services that are aligned to program objectives and are in compliant to all SPC and donor corporate requirements.

Organization Chart



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%)
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>KRA 1: Financial and procurement support services (50%)</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 monthly. • Conducting financial analysis of project delivery for decision-making. 	<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.

- 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 ensure that quarterly sub-recipient acquittals are received and processed in system.
- Working closely with LRD finance team on project related matters for corporate 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 LRD and SPC.
- Any other tasks assigned by the supervisor.

- 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.

<p>KRA 2: Travel and Logistics Management (35%)</p> <ul style="list-style-type: none"> • Managing travel requirements for 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 requests. 	<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.
<p>KRA 3: Administration and Operations Support (15%)</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):

- Multitasking in a complex multi stakeholder environment
- High workloads requiring prioritization in and 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 Key external contacts are:</p> <ul style="list-style-type: none"> • Donor country reps. • Regional agencies • Auditors • Bank officials • Suppliers/Vendors • Member Country Finance and procurement Staff • NGOs/ CROP Agencies • Consultants 	<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 Key internal contacts are:</p> <ul style="list-style-type: none"> • LRD Finance team • LRD staff and project teams • OMD Finance, Procurement and Grants teams • Travel Unit • ICT 	<ul style="list-style-type: none"> • Team working, collaborating, advising, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs • Interacting, advising, gaining assistance, resolving minor conflicts, negotiating • Liaising to get budget parameters; obtaining reports; generating internal reports for management, obtain • Liaise and dialogue • Facilitation and negotiating

Level of Delegation:

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 0 €

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 similar field or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> Professional membership of CPA

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. Demonstrated 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 projects.

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 skill 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"> Negotiation skills
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:*

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

Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service
- The ability to work in a team
- Clear and effective communicator
- Ability to think and make good decisions on the spot

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.