



JOB DESCRIPTION

Job Title:	Finance and Administration Assistant
Division/Programme and Section/Project (if any):	GEM Division, Disaster and Community Resilience Programme, Pacific Humanitarian Warehousing Program.
Location:	Suva, Fiji
Reporting to:	Finance Advisor
Number of Direct Reports:	None
Purpose of Role:	The position will be responsible for supporting the administrative and financial delivery of the Pacific Humanitarian Warehousing Program (PHWP) in accordance with SPC and Donor requirements. The responsibilities will include the 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 Disaster and Community Resilience Program.
Date:	August 2024

Organizational Context and Organization Chart

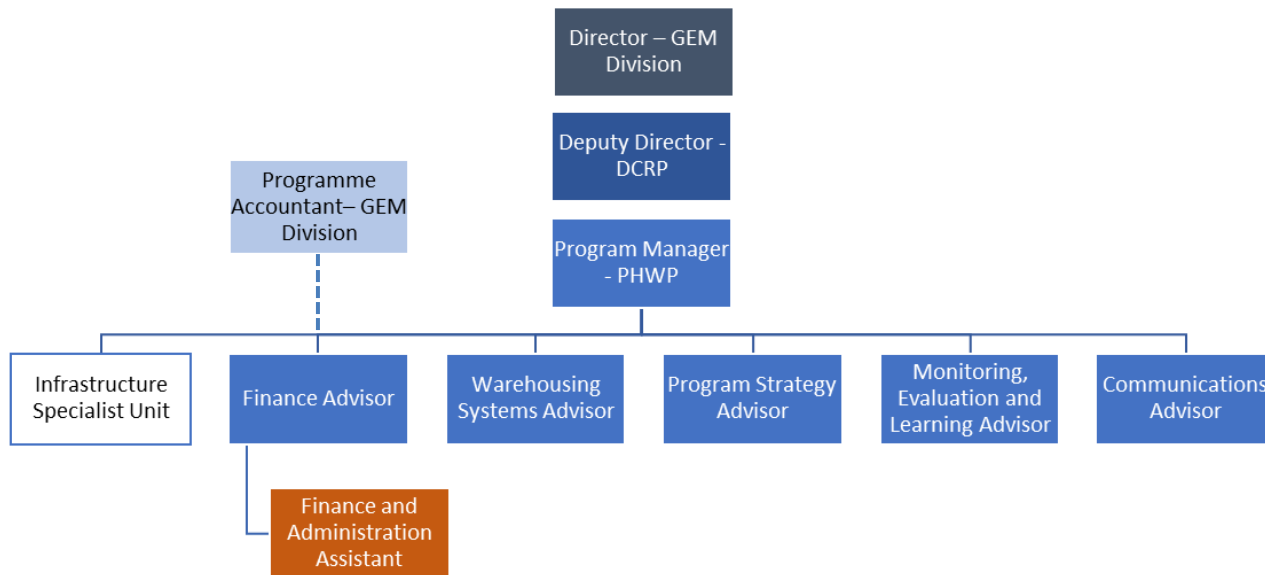
The Pacific Community (SPC) is the principal scientific and technical organisation supporting development in the Pacific region since 1947. Owned and governed by 26 country and territory members, SPC works across more than 20 sectors to support sustainable development benefiting Pacific people.

The Geoscience, Energy and Maritime (GEM) Division is one of SPC's largest divisions, with expertise in disaster and climate risk management, ocean services, sustainable energy, and water security. Within GEM, the Disaster and Community Resilience Programme (DCRP) focuses on innovative applied science and technical action to help Pacific Island Countries and Territories (PICTs) respond to priorities in disaster and climate risk management.

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The Programme leads SPC's work in operationalizing the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Programme (PHWP) is a multi-donor, multi-country investment valued at up to AUD 120m. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported

by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, are located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



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:</p> <ul style="list-style-type: none"> • Supporting the delivery of financial and procurement reports using SPC’s 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. • Facilitating all project cash advances where required and follow up on related acquittals. • Facilitating project payments. 	<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 • 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

<ul style="list-style-type: none"> • Facilitating sub-recipient grants to countries and ensure that quarterly sub-recipient acquittals are received and processed in system. • Working closely with GEM finance team on project related matters for corporate audits • Working closely with the GEM 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, assessment of quotes and preparing Purchase Orders. • 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"> • 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>KRA#2: Travel and logistics management</p> <ul style="list-style-type: none"> • Managing travel requirements for program 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</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):

- 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 • GEM Procurement officer • GEM Project Team members • GEM Division • DCRP contacts 	<ul style="list-style-type: none"> • Teamwork, 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

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 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• 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	<ul style="list-style-type: none">• Professional Accounting Membership

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• Demonstrated experience in donor project finance and administration.• Proven track record in financial audit administration and compliance with accounting standards.• Experience in logistics management including travel arrangements for workshops and training programs.• Strong knowledge of procurement processes and financial management systems.• Proficiency in using financial software and data management systems.	<ul style="list-style-type: none">• Ability to work under minimum supervision in a fast-paced multicultural environment.• Good working knowledge of the Pacific region.• Experience in regional and international organizations will be an added advantage.• Familiarity with relevant donor project requirements.

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 and software proficiency.• Professional skills• Planning and organizing• 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
- 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.