



JOB DESCRIPTION

Job Title:	Finance and Procurement Officer
Division/Programme and Section/Project (if any):	Educational Quality and Assessment Programme (EQAP)
Location:	Suva, Fiji
Reporting to:	Finance Team Leader - EQAP
Number of Direct Reports:	Nil
Purpose of Role:	The role will work in accordance with relevant accounting principles and standards and will be responsible for budget preparation, financial monitoring and reporting, audit compliance, procurement and grants and efficient administration through the Division's central Finance team. The key primary focus of this role is to ensure the smooth and efficient operation of the project in strict adherence to the Pacific Community (SPC) and donor requirements.
Date:	<i>June 2024</i>

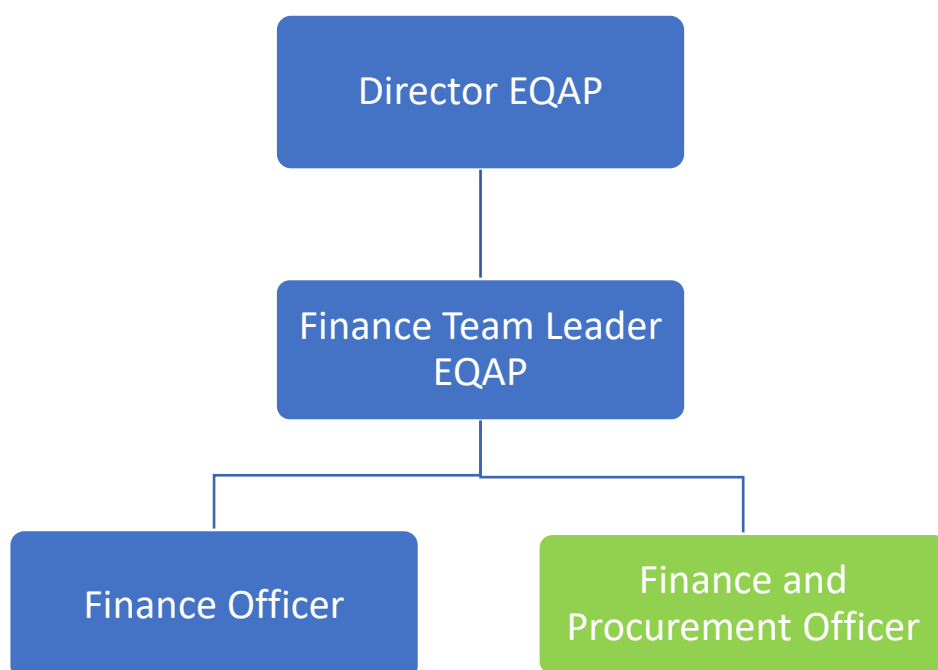
Organizational Context and Organization Chart

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 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, education, geoscience, and conservation of plant genetic resources for food and agriculture.

Background information concerning the position

The vision of the Educational Quality and Assessment Programme (EQAP) is to be ‘the agency for educational quality in the Pacific region’. Its mission is to enhance the quality of education and training for Pacific learners, so they realise the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC’s corporate values:

- a culture of quality
- a culture of continuous improvement
- cultural and political sensitivity
- respect for the autonomy and priorities of the education system in each Pacific island country and territory (PICT); and
- assimilation of the expressed needs of countries in its delivery of technical services.



Key Result Areas (KRAs):

The position of Finance and Procurement Officer encompasses the following major functions or Key Result Areas:

1. Budget preparation, monitoring, and financial reporting (20%)
2. Project accounting, audit, and compliance (20%)
3. Procurement Services (40%)
4. Overall administrative support (20%)

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

Jobholder is accountable for	Jobholder is successful when
KRA 1 Budget preparation, monitoring, and financial reporting (20%)	
<ul style="list-style-type: none"> • Monitor the overall program/project budget and forecasts, including against the following specific areas: <ul style="list-style-type: none"> ○ Income and expenditure against Program/project plan or annual workplan and budgets ○ Outputs and outcomes including monthly analysis of program/project expenditure provided to program/project management team. ○ Commitments and program/project executions ○ Program/project acquittals • Provide well informed advice to supervisors on budget execution rates outlining challenges and solutions as much as possible. • Prepare timely multi-purpose program/project financial (numerical and narrative) reports for SPC, donor, and any external program/project committee or board, technical working groups and others. Reports could include the following: <ul style="list-style-type: none"> ○ Actuals against budget ○ Preparation of financial (numerical and narrative) reports for the bi-annual program/project ○ Costed activity or outcomes against workplans. ○ Program/project executions and related risks ○ Cash management ○ Audit issues 	<ul style="list-style-type: none"> • Program/project budget established in line with SPC and donor requirements. • Supervisors are well informed of budget execution for decision making. • Program/project financial and accounting procedures are established and operating. • Regular financial reporting provided on monthly, quarterly, biannual, and annual basis and any impromptu ad hoc requests from SPC, donor or others. • Overall budget tracking is up to date in line with the approved budget and work plan and other agreed deliverables as per the signed agreement. • Monitoring of expenditure and program/project progress in line with SPC and donor policies and procedures. • Appropriate tools developed to assist programme, division and external stakeholders to monitor progress. • Program/project acquittals up to date on a monthly basis and in line with SPC and donor reporting requirements.
KRA 2 Project accounting, audit, and compliance (20%)	
<ul style="list-style-type: none"> • Facilitate all preparations for any program/project audit and support any external review or evaluation on financial and grant matters. Liaise with auditors to provide required documentation in a timely manner. • Develop a robust and systematic electronic filing system covering all financial, procurement, and grant documents. • Ensure expenditures and reporting are compliant with applicable SPC policies and 	<ul style="list-style-type: none"> • Audits conducted in an efficient manner with limited audit issues. • All program/project financial and grant information is maintained electronically in a secure and easy to access system. • All programme expenditures and grants are entered into and recorded in compliance with SPC policies and donor requirements. • Program/project team members and other relevant partners are informed and confident in the use of SPC financial procedures.

<p>donor requirements and with grant contractual agreements.</p> <ul style="list-style-type: none"> • Ensure all aspects of a program/project’s financial information including accounting transactions, are accurately captured in the SPC financial system, with any discrepancies corrected in a timely manner. • Contribute to the division’s risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in the work plan. • Work closely with other divisional finance and procurement officers to provide training and capacity building to division staff on finance policies and processes. Develop training materials if required and ensure these are consistent with other training materials developed through shared services or central finance. • Monitor program/project cash receipts, income, and expenditure to ensure that the program/project has sufficient funds for the implementation of activities. • Provide support for the review and implementation of applicable SPC policies and processes as may be required, including participating in review groups or discussions. 	<ul style="list-style-type: none"> • Provide support, guidance, and advice on financial and procurement management training for grantees. • Active contribution towards risk discussions, mitigation actions as may be required. • Cashflow of program/projects and programmes are appropriately managed. • Contributes to SPC-wide discussions on finance, procurement and grant policies and suggests well-thought-out amendments where required.
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KRA 3 Procurement and Grant Services (40%)

<ul style="list-style-type: none"> • Prepare all requests for proposals, requests for quotations and expressions of interest in line with SPC and donor requirements. • Provide accurate advice and information to supervisors and staff on the different requirements of procurement and grants. • Facilitate all evaluation processes and ensure they are compliant with SPC requirements. • Monitor all risks associated with procurement and grant activities. • Facilitate the preparation and monitoring of the program/project’s annual procurement plan. • Support the corporate SPC annual procurement planning process as required. • Manage vendor relationships and ensure communication flows are clear and timely. • Monitor all procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow- 	<ul style="list-style-type: none"> • The procurement plan is well implemented and updated when required. • All procurement and grant processes undertaken by the program/project, is in line with SPC and donor policies and procedures. • Procurement and Grants processes run smoothly, with procurement committees provided with supporting documents, contracts comply with procurement policy and are monitored as per terms of reference. • Annual Procurement Plan completed to the required standard. • Risks are identified early and mitigated in a timely manner. • Work with the Division’s Finance team and Procurement Office to ensure timely procurement briefings and appropriate training is provided to the team.
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<p>up action.</p> <ul style="list-style-type: none"> • Prepare grant requests and associated requirements for the Procurement Committee vetting process and consequently the facilitation of signing process with partner. • Assistance is provided in the preparation of draft agreements and grants. 	<ul style="list-style-type: none"> • Contracts for vendors and consultants are managed well for timely delivery of service to the stakeholders. • All grant closure processes are well executed and documented.
<p>KRA 4: Overall administrative support (20%)</p>	
<ul style="list-style-type: none"> • Contribute to the SPC Finance and Procurement shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. • Facilitate all administration relating to staff travel, meetings, trainings, and field exercises • Ensure that all financial acquittals are provided on a timely basis and support documentation is sufficient and adequate • Ensure that all program/project finance documentation is well prepared and stored in readily available mediums in line with audit standards. • Liaise directly with PICTS and other stakeholders on program/project administration issues, country specific financial policies and financial reporting matters. • Provide training to program/project stakeholders and grantees where required in SPC financial management policies and requirements 	<ul style="list-style-type: none"> • Tasks allocated are completed in a timely manner and of high quality. • All travel arrangements and training logistics successfully done in line with the SPC's policies • financial management support provided to stakeholders is timely and well informed. • All financial acquittals are vetted and cleared in a timely manner. • All finance documents are well organized, audit ready and easily accessible. • Program/project team is well informed of the donor financial and operational mandates. • The program/project operations are well aligned to the EQAP internal finance and administration processes as well as overall SPC policies.

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):

- Compliance with SPC and donor financial management, procurement and reporting procedures
- Obtaining full financial documentation and acquittals from grantees in a timely manner, taking into account national/local in-country processes and capacities as well as dealing with multi-funded projects also supported by other donors
- Working across multiple agencies and multi-funded projects
- Regularly assist in the identification of risks and mitigation strategies
- Ensuring reports are submitted and reviewed in a timely and efficient manner

Functional Relationships & Relationship Skills:

<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Donor country reps. • Regional agencies • Auditors • Bank officials • Suppliers/Vendors • Member Country Finance Staff • NGOs/ CROP Agencies • Consultants 	<ul style="list-style-type: none"> • Courtesy, providing and receiving information, explaining things to people, clarifying donor / work requirements. • Interacting, advising, gaining assistance, resolving minor conflicts, negotiating. • Explain procedures and the purpose of financial regulations, MOUs • Team working, collaborating, advising, receiving, and providing technical input. • Courtesy, giving and receiving information, explaining things to people, clarifying needs
<p>Internal</p> <ul style="list-style-type: none"> • EQAP Staff • EQAP corporate team • Program team members • Central Finance Team • Central Teams including ICT, HR, Administration, Procurement and Grants • Legal team • SPC Noumea / Suva Staff 	<ul style="list-style-type: none"> • Team working, collaborating, receiving and providing technical input • Courtesy, giving and receiving information, explaining things to people, clarifying needs • Liaising to get budget parameters; obtaining reports; generating internal reports for management

Level of Delegation:

- Routine Expenditure Budget: Nil
- Budget Sign off Authority without requiring approval from direct supervisor: Nil

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 bachelor's degree in finance, accounting, economics, project management or business administration.	<ul style="list-style-type: none">• Professional membership of CPA or master's degree in accounting, business, commerce or public finance

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 5 years of demonstrated professional experience and competence in project operations / administration and/or finance• Experience in financial reporting, compliance, and business processes for projects funded.• Demonstrated experience in managing procurement and grant processes.• Experience in preparation of budgets, financial reporting and monitoring of budget and cash flows.• Analytical ability and demonstrated ability to achieve efficiencies with attention to detail.• Strong understanding and experience in use of computerized financial management information systems, preferably Navision• Ability to foster healthy relationships with vendors and suppliers• Dealing with different reporting requirements in multi-currency - donor projects.	<ul style="list-style-type: none">• Be used to working in dynamic and challenging environment, committed to provide excellent service to clients, be highly motivated and organized, with strong work ethic• Proactive attitude to problem solving and an inclination to work smart as part of a competent team• Excellent interpersonal, written, and verbal communication skills in English• A working knowledge of the Pacific with experience working with finance and procurement in multiple Pacific Island countries

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">• Applying procurement and granting policy and procedures.• Budget preparation and management• Grant and procurement management
Advanced level	<ul style="list-style-type: none">• Finance policies and guidelines• Budget management for multi-donor projects• Donor reporting and budget monitoring• Provision of advice to project team leaders
Working knowledge	<ul style="list-style-type: none">• Foreign currency and exchange rates.• SPC financial management procedures.
Awareness	<ul style="list-style-type: none">• Ability to deal with confidential information in a professional manner.• Organisational vision

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
- Excellent, clear and effective communicator and work with team members.
- Demonstrated high level commitment to customer service
- Ability to establish good relationships with internal and external clients
- Ability to analyse/evaluate information and recommend course of action
- Self-motivated and able to manage yourself
- Ability to focus on priorities and meet strict deadlines
- Ability to work under pressure with minimum supervision
- Ability to think creatively, and solve problems to meet work requirement
- Able to handle work pressure, high workload environments
- Ability to sum up the situation and make decisions quickly if required
- Flexibility and enthusiasm to learn new concepts and opportunities

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.