



JOB DESCRIPTION

Job Title:	Finance and Procurement Officer
Work Unit:	Directorate, Land Resources Division
Responsible To:	Finance Team Leader / SAFE Pacific Project Team Leader
Responsible For:	None
Job Purpose:	Provide support to the EU funded SAFE Pacific Project with budget preparation, financial monitoring and reporting, audit compliance, procurement and grants and efficient administration through the Division's central Finance team. 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:	February 2024

Organizational Context and Organization Chart

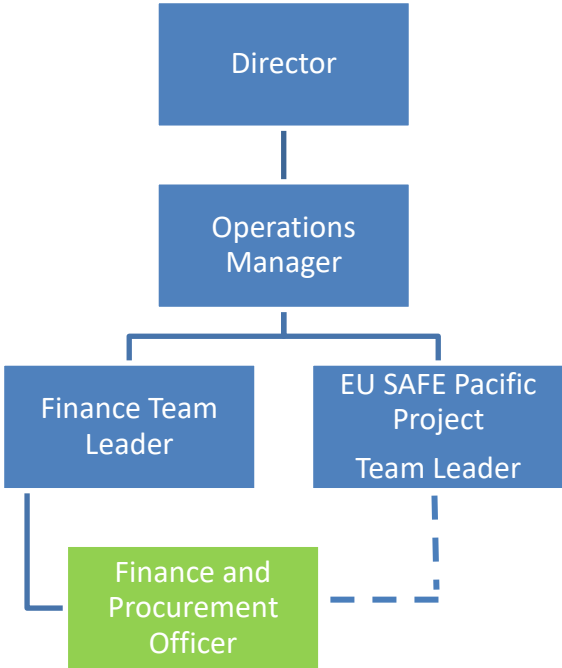
The Land Resources Division (LRD) aims to contribute to the Pacific Community goals for a *“resilient and food and nutritionally secure Pacific peoples and communities, with well-managed natural resources, ecosystems and markets”*. The division has expertise in the conservation of genetic resources, climate smart agriculture, building national and regional capacities in Sanitary and Phytosanitary Systems and biosecurity, pest and disease management, plant pathology and animal health. LRD works with governments, private sector agents, regional organisations, civil society and other SPC divisions. LRD's mission is to provide effective expert scientific advice and services on agriculture and forestry, utilizing the latest innovative and relevant applications for sustainable food and nutritional security and the enhancement of climate change adaptation.

The LRD's Markets for Livelihoods Program focuses on supporting high value crops production and transformation; certified organic agriculture; SPS and biosecurity for trade; agri-tourism; and agri-preneurship, including a focus on youth and women in the sector. Quality management and systems to organise small holders into value chains such as participatory guarantee systems and clusters are also a focus.

The Finance and Procurement Officer position is funded by the European Union through the 'Safe Agricultural Trade Facilitation through Economic integration in the Pacific' (SAFE Pacific) project which sits within the Markets for Livelihoods Program. SAFE Pacific provides targeted assistance to enhance export capacity and promote economic growth in small Pacific Island nations, supporting Pacific ACPs in overcoming export market barriers, improving the quality of value-added products, and ensuring

compliance with international standards. The areas of focus include: strengthening biosecurity, strengthening sustainable agricultural value chains, improving access to export markets, improving and strengthening compliance with international standards and improving animal health and production. SAFE Pacific focuses on strengthening economic integration in the region which will have positive impacts leading to improved livelihoods for communities, creation of jobs and reduction in poverty.

SAFE Pacific is part of a larger EU-funded 'Pacific Regional Integration Support' Programme (PRISE) programme and is implemented in 15 Pacific ACPs: the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu.



Key Result Areas:

The position of Finance and Procurement Officer encompasses the following major functions or Key Result areas (KRAs)

Jobholder is accountable for	Jobholder is successful when
KRA 1 Budget preparation, monitoring, and financial reporting (25%)	
<ul style="list-style-type: none"> • Monitor the overall project budget and forecasts, including against the following specific areas: <ul style="list-style-type: none"> ○ Income and expenditure against Project plan or annual workplan and budgets ○ Outputs and outcomes including monthly analysis of project expenditure provided to project management team. ○ Commitments and project executions ○ Project acquittals • Provide well informed advice to supervisors on budget execution rates and outlining challenges and solutions as much as possible 	<ul style="list-style-type: none"> • Project budget established in line with SPC and donor requirements. • Supervisors are well informed of budget execution for decision making • Project financial and accounting procedures are established and operating. • Regular financial reporting provided on quarterly, biannual, and annual basis and any impromptu ad hoc requests from SPC, donor, steering committee 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 project

<ul style="list-style-type: none"> • Prepare timely multi-purpose project financial (numerical and narrative) reports for SPC, donor, and any external 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 project Steering Committee ○ Costed activity or outcomes against workplans. ○ Project executions and related risks ○ Cash management ○ Audit issues 	<p>progress in line with SPC and donor policies and procedures</p> <ul style="list-style-type: none"> • Appropriate tools developed to assist programme, division and external stakeholders to monitor progress. • 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 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. • Support the implementation of appropriate systems and internal controls within the Division. • Collaborate with internal stakeholders where instances of internal control weaknesses are found to strengthen these. • 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 work plan • Ensure systematic filing of all financial and procurement documents. • Ensure all aspects of a project’s financial information including accounting transactions, are accurately captured in the SPC financial system. • Work closely with other divisional finance staff to provide training and capacity building to project team on finance policies and processes. • Develop simple operating procedures where needed to guide workflows • 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"> • Reconciliations of all required ledger balances such as sub-recipients, staff advances are done on a timely manner • Audit findings relating to internal controls is minimized in the division • Meetings held with key management staff in the division and financial and compliance risk matters discussed and addressed where required • Filing and documentation is well maintained and easy to access • No qualified audit opinion relating to compliance • Team members are well aware of finance processes and requirements • All expenditures and reporting are compliant with applicable SPC policies and donor requirements and with grant contractual agreements.
KRA 3 Procurement and Grants 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 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- up action. • 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"> • The procurement plan is well implemented and updated when required. • All procurement and grant processes undertaken by the project, is in line with SPC and donor policies and procedures • Procurement & Grants processes run smoothly, with procurement committees supported with supporting documents, contracts comply with procurement policy and are monitored as per terms of reference. • Annual Procurement Plan completed at required standard. • Risks are identified early and mitigated in a timely manner. • Working with Division's Finance team and Procurement Office to ensure timely procurement briefings and appropriate training is provided to the team. • 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 (15%)</p>	
<ul style="list-style-type: none"> • Management of project administrative support needs and delegation of duties if needed • Provide administrative and logistical support for staff travel, workshops and trainings where required • Contribute to the SPC Finance and shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. • Oversee all administration relating to staff travel, meetings, trainings, and field exercises • Liaise directly with PICTS and other stakeholders on project administration issues, country specific financial policies and financial reporting matters. 	<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 • Project team is well informed of the donor financial and operational mandates • The project operations are well aligned to the HRSD internal finance and administration processes as well as overall SPC policies

Most Challenging Duties Typically Undertaken (Complexity):

- Project audit facilitation
- Matrix reporting
- Ensuring that payments requests and reporting are in accordance with donor reporting requirements
- Clearing of management letter points arising from audits especially on donor engaged audits.
- Grant monitoring and reconciling co-finances
- Vendor management and logistical arrangements to remote islands

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<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, , gaining assistance, re • Explain procedures and the purpose of financial regulations, MOUs • Liaise and dialogue • Facilitation •
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • LRD Staff • LRD Finance team • Project 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 • Interacting, , gaining assistance, • Liaising to get budget parameters; obtaining reports; generating internal reports for management, obtain • Liaise and dialogue • Facilitation

Level of Delegation:

Routine Expenditure Budget: <Nil> 0 €

Budget Sign off Authority without requiring approval from direct supervisor: < Nil > 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"> • Degree in accounting, finance, business administration or project management 	<ul style="list-style-type: none"> • CIPS qualifications • Professional membership of CPA and/or Master’s degree in Accounting, Business, Commerce, or Public Finance

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7 years of demonstrated professional experience and competence in project 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"> • Accurate and effective processing of financial data according in accordance with SPC processes and donor requirements • Strong analytical skills for financial and non-financial information and undertake trend analysis
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Advanced level	<ul style="list-style-type: none"> • Ability to analyze and assess financial information. • Ability to manage budgets • Attention to details with respect to financial information
Working knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • Corporate policies, rules and regulations • International and local banking procedures • Understanding of exchange rates – foreign currency • Ability to deal with confidential information • Good oral and written communication skills • Knowledge of working with project finances, project management and budgets
Awareness	<ul style="list-style-type: none"> • IPSAS accounting standards • Organizational vision

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
- 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.