



JOB DESCRIPTION

Job Title:	Senior Finance Officer
Division/Programme and Section/Project (if any):	Land Resources Division (LRD) / Directorate
Location:	Narere, Fiji
Reporting to:	LRD Finance Team Leader
Number of Direct Reports:	2 – 4
Purpose of Role:	The Senior Finance Officer is responsible for effective financial management, including financial risk assessment, monitoring of internal control, and ensuring the adherence to relevant accounting policies and procedures in the division.
Date:	March 2023

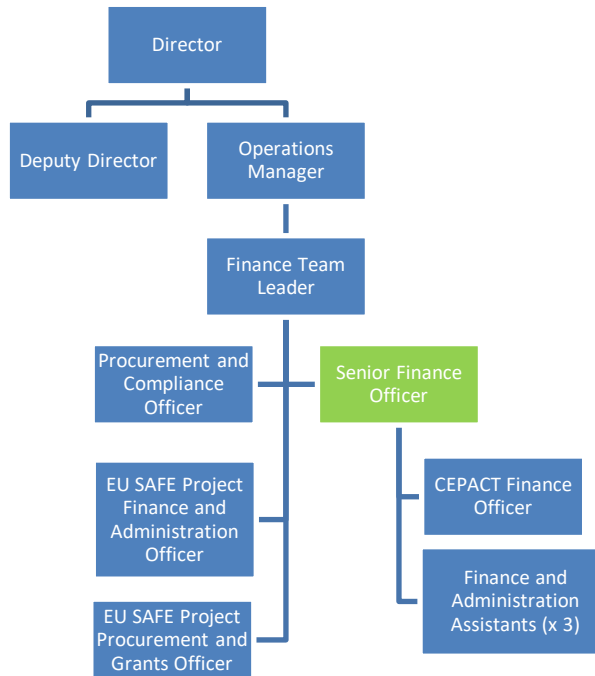
Organizational Context and Organization Chart

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific Island contexts and cultures. (<https://www.spc.int/>).

The **Land Resources Division (LRD)** provides effective expert scientific advice, capacity building and services on conservation, development and utilization of plant genetic resources, forest and landscape management, resilient agricultural systems, diversification of livelihood strategies and access to markets to maintain ecosystem services and improve land productivity and the food, nutrition security and resilience of Pacific communities. LRD has expertise in genetic resource conservation, resilient agriculture, biosecurity, pest and disease management, agricultural extension, plant pathology, entomology and animal health. It collaborates with governments, regional organisations, civil society and other SPC divisions to pinpoint the needs and priorities of Pacific countries and communities and provide technical expertise to address them.

This mission is realized through four main thematic work areas, or pillars, and a progressively integrated approach to programming that works towards achieving SPC's development goals. LRD's integrated programming connects the pillars and its wider alliance with SPC and its seven other divisions, delivering a holistic programme of work for Pacific lands that meets the SPC vision of a region of peace, harmony, security, social inclusion and prosperity so that all people can lead healthy and productive lives.

The position of Senior Finance Officer is a key role in the provision of quality finance services to all of LRD. The person is responsible for providing high quality and efficient financial management, general accounting, analysis and reporting services to the management and staff of the Division to enable successful implementation of its programs and projects. The position will also contribute to the finance and procurement shared services initiative of SPC.



Key Result Areas (KRAs):

- 1) **Financial, Planning, Monitoring and Reporting (30%)**
- 2) **Divisional, Project and Program Financial Management administration support (25%)**
- 3) **Compliance, Risk Management and Business Process (25%)**
- 4) **Procurement, Grant and Administration Services (10%)**
- 5) **People Management (only if 2 or more staff report into the role) (10%)**

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Financial Planning, Monitoring and Reporting</p> <ul style="list-style-type: none"> • Provide support to the Finance Team Leader with the development of annual budgets and allocation of available resources through integrated programming, business planning and project management processes. • Support the Finance Team Leader in all aspects of financial management of the division including: <ul style="list-style-type: none"> - Financial reporting - Acquittal reviews - Forecasting, monitoring of project executions, pipeline, and financial analysis, ensuring all are in line with SPC and donor requirements. 	<ul style="list-style-type: none"> • Budgets are developed in a timely manner and in accordance with SPC and donor partner requirements. • Timely and accurate submission of regular financial progress and project/programme financial reports in accordance with donor requirements and to internal stakeholders. • Regular review meetings are held with the Finance Team Leader to ensure core and programme/project funds are managed effectively and efficiently. • Annual Budgets are finalized and loaded in the financial system.

<ul style="list-style-type: none"> - Cash Management - Project payables and receivable • Ensure integrity and accuracy of financial data in the financial system, including but not limited to cash management, project payables and receivables. • Support the preparation of reports on operational performance against annual performance measures and targets • Designing and implementing financial monitoring and reporting tools across all income and expenditure streams to meet with SPC and donor audit requirements. • Support all internal and external financial and compliance audit exercises and ensure maximum level of compliance • Monitor service delivery and customer responsiveness • Ensure systematic filing of all financial and procurement documents. 	<ul style="list-style-type: none"> • Clean project financial audits or other divisional external and internal audits and report on internal control issues/new considerations where required • Regular meetings with Division Director and team leaders are held to monitor activity performance • Cash flow monitored and invoices dispatched to donors in timely manner • Timely, quality and relevant advice provided for: <ul style="list-style-type: none"> ○ Financial and procurement planning ○ financial strategies ○ financial management financial and procurement policy and procedures
<p>KRA 2: Divisional, Project and Program Financial Management Administration Support</p> <ul style="list-style-type: none"> • Provide appropriate coordinated support to divisional staff on donor requirements in planning, delivery and financial administration of all donor-funded projects, • Liaise with team leaders, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements. • Work with the Procurement and Finance office to provide support to Project managers in resolving Procurement and Finance and contract management issues. • Deliver briefings on Finance and Procurement policies and procedures for users within the Division. • Assist and guide divisional finance staff on finance functions and capacity building in member / beneficiary countries. • Support Finance Team Leader take lead in the SPC shared services agenda which includes knowledge sharing, process refinements / reviews and increasing collaboration. 	<ul style="list-style-type: none"> • Accurate financial advice information is provided to the management team to facilitate decision making. • Division well represented in cross-program and cross-divisional activities • Financial acquittal processes working well. • Quality advice, (financial and procurement) provided to the senior management team and staff including preparation of budget proposals, project financial reports, and on policies concerning accounting, financial controls and risk management and procurement guidance and compliance. • Meeting key divisional staff on regular basis to provide the adequate guidance, support to resolve issues throughout the project life cycle. • Support the execution of procurement and finance actions and address any divisional issues. Provide timely advice concerning Divisional Operational and Project financial and procurement targets when required • Job holder is part of all relevant shared services working group.
<p>KRA 3: Compliance, Risk Management and Business Process</p> <ul style="list-style-type: none"> • Support the Finance Team Leader in the implementation of appropriate systems and 	<ul style="list-style-type: none"> • Maintaining appropriate reports and system for financial tracking to ensure

<p>internal controls within the Division. This includes collaboration with internal stakeholders where instances of internal control weaknesses are found in order to strengthen these.</p> <ul style="list-style-type: none"> • Maintain the accuracy of the division’s project finance information, within Navision and other systems, • Manage the LRD Admin Helpdesk and provide timely clearance of payments and financial management queries. • The LRD Helpdesk is regularly updated in liaison with ICT to ensure that appropriate metrics, dashboards and filters are applied for refining and streamlining processes and reporting. • 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. • Provide support for the review and implementation of applicable SPC policies as required, including ensuring compliance of the requirements of the policies in the division and taking remedial actions where needed. 	<p>accurate financial information is reflected in systems.</p> <ul style="list-style-type: none"> • All reconciliations done accurately and in a timely manner • Job holder reviews and implements the recommendations from the internal audit reports to strengthen internal control. • Establish, operate and maintain a financial risk management system designed to identify potential risks. • The LRD Helpdesk operates in an efficient manner and responsive to user needs • Jobholder successfully participates and contributes to working groups for systems review and policies. • Meetings held with key management staff in the division and financial and compliance risk matters discussed and addressed where required • No qualified audit opinion relating to compliance
<p>KRA 4: Procurement, Grant and Administration Services</p> <ul style="list-style-type: none"> • Support the Procurement and Compliance Officer with monitoring of procurement and grant actions undertaken by the division and ensure they are in line with SPC and donor policies and procedures • Support the preparation and monitoring of the Division’s annual procurement plan and ensure that annual procurement plans are aligned to LRD annual budget estimates and provide advice to managers should there be large variances. • Assist with the monitoring of 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. • Provide support with the clearance of grant acquittals and initiate necessary training/information sessions with project 	<ul style="list-style-type: none"> • All procurement actions in the Division are compliant with SPC and/or donor policies and guidelines • Procurement & Grants processes run smoothly, and delays minimized • Procurement Plans and Annual budgets are aligned and connections between the two processes and documents are clear. • Assistance is provided in the preparation of draft LOAs and MOUs with development partners and national stakeholder • Working with Procurement and Compliance Office to ensure timely procurement briefings and appropriate training is provided to the Division. • Continuous high-quality services is provided in a timely and well informed manner.

partners to explain SPC finance and grant process linkages <ul style="list-style-type: none"> • Provide back up support to the Procurement and Compliance Officer when required 	
KRA 5: People Management <ul style="list-style-type: none"> • Create a team environment that fosters and develops effective working relationships and high performance. • Manage staff performance and supports training and development • Conducts fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance. • Monitoring the performance and workloads of staff members and service providers to ensure that objectives are met. • Supports the health and safety and well-being of employees in the way they manage and monitor the team 	<ul style="list-style-type: none"> • Mentoring, coaching and guidance is provided to staff on a timely basis. • Financial training on budgeting and support is provided to divisional staff to ensure compliance with SPC procedures. • Ensures corporate requirements are met individually and as a team including the performance planning and assessment cycle • Performance issues are addressed in a timely manner. • Health and safety risks, issues and hazards are reported and addressed

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"> • Facilitating several project audits simultaneously • 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. • Consolidating country reports and reconciling their acquittals • Ensuring that budgets are correct whether it be through proposal budgets / programme budgets and monitoring of budgets
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Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <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 • Explain procedures and the purpose of financial regulations, MOUs • Liaise and dialogue • Facilitation and negotiating • Conflict resolution

<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Deputy Director • Leadership Team in the division • Central Finance Team • Central Teams including ICT, HR, Administration and Procurement • SPC Noumea / Suva Staff 	<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
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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

<p>Essential:</p> <ul style="list-style-type: none"> • A degree in accounting, finance or business administration. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Audit qualifications • Professional membership of CPA and/or Master's degree in Accounting, Business, Commerce, or Public Finance
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Knowledge/Experience

<p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years of demonstrated professional experience and competence in the same field • Experience in financial reporting, compliance, and business processes for projects funded. • Experience in preparation of budgets for a medium or large organization, financial reporting and monitoring of budget and cash flows. • Analytical and demonstrated ability to achieve efficiencies with attention to detail. • Strong understanding and experience in use of computerized financial management information systems, preferably Navision • Dealing with different reporting requirements for multi-currency -donor projects. 	<p>Desirable:</p> <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 • Navision accounting system user • A working knowledge of the Pacific with experience working with finance in multiple Pacific Island countries.
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<ul style="list-style-type: none"> • Proven track record in designing and running training courses in finance, budget management and financial management systems • Strong numeracy skills, advanced excel spreadsheet skills including macros, and effectively used a recognized accounting package for generation of financial reports 	
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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
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.