



JOB DESCRIPTION

Job Title:	Senior Finance Officer
Division/Programme:	Pacific Women Lead (PWL), Human Rights and Social Development Division
Location:	Suva, Fiji
Reporting to:	Finance Team Leader (Human Rights and Social Development Division); with matrix reporting to Manager Programmes (Pacific Women Lead)
Number of Direct Reports:	8
Purpose of Role:	The Senior Finance Officer is responsible for the effective financial management, including financial risk assessment, monitoring of internal control, and ensuring the adherence to relevant accounting policies and procedures within the PWL Programme.
Date:	August 2024

Organisational Context and Organisation 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 vision of the **Human Rights and Social Development Division (HRSD)** is for just, equitable and resilient Pacific societies and it aims to achieve this by advancing human rights, GESI for all Pacific people, grounded in cultural values and principles.

HRSD provides a comprehensive suite of policy and legislative advice, technical assistance and capacity building, through a team comprising a Director, Manager, Team Leaders, Advisers, Officers and Programme Managers based in Suva, and Country Focal Officers and Country Coordinators located across the Pacific. The team provides advice, technical assistance and capacity building to national ministries, civil society, regional partners and other national/regional partners, as well as through mainstreaming within SPC programmes.

In line with its vision, the work of HRSD encompasses the following objectives:

- Objective 1: Governance for human rights and social development: Strengthen inclusive, transparent and active governance for human rights and social development.
- Objective 2: Gender equality and social inclusion: Mobilise, empower and build conditions for gender equality, equity and social inclusion in society and development.

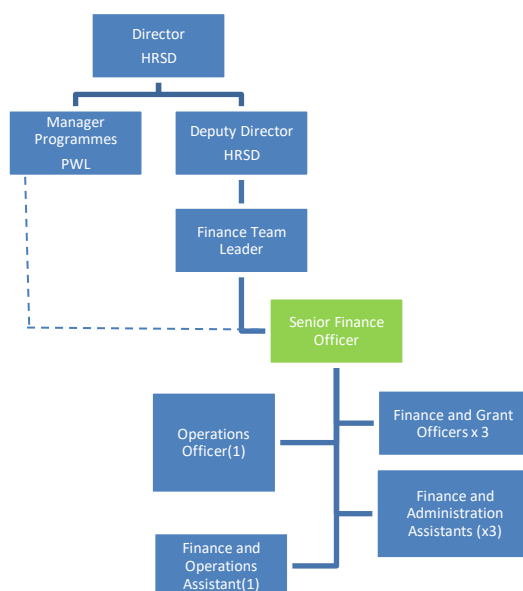
- Objective 3: Culture: Promote, preserve and protect positive expressions of culture.
- Objective 4: Enhance knowledge, learning and innovative solutions to accelerate impact on human development priorities.

Pacific Women Lead (PWL) is a new Pacific regional development program commencing in 2021 for an initial period of five years, funded by the Australian Government. Components of PWL will be managed and delivered by HRSD under its Business Plan and work programme for 2021-2025.

The PWL program goal is that Pacific women and girls, in all their diversity, are safe and equitably share in resources, opportunities and decision-making, with men and boys. The program is embedded in both a global and regional context for gender equality, including the global pandemic and its impacts in terms of deepening gender inequality in the Pacific. The end-of-program outcomes envisaged are: (1) Women’s leadership promoted; (2) Women’s rights realised; and (3) Pacific regional partners increase the effectiveness of regional gender equality efforts.

A core principle of the program is that Pacific women will lead the program, define the problems, create solutions, and drive strategy through a Governance Board, with strong and diverse membership from across the region. The program also recognises that success will depend on ensuring that all activities and actions are grounded in Pacific values and principles, and people centred approaches that reinforce values of gender equality with consideration of the diversity of women and girls.

The position of Senior Finance Officer is a key role in the provision of quality finance services to all PWL. 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 Programme. The role will lead a team of finance, grant and operation officers working with the program team in the financial management of grants valued at AUD 10 million and coordinate operations and logistics of the PWL Annual Work Plan. The role will also be required to oversee the financial management of the PWL program as a flagship, leading gender equality and women empowerment work across SPC internal partnerships (divisions) and external partnerships across the region. The position will also contribute to the finance shared services initiative of SPC.



In addition to the detail requirements of this position as laid out in the Key Result Areas, the incumbent performing this role will become part of the Finance Pool. The pool is a grouping of finance staff across SPC whose roles may be transferrable depending upon the needs of the organisation, individual capabilities, and personal aspirations. The pool is the means through which

workforce planning for all finance services will be developed. This is the second phase of the ongoing shared services project, which aims to bring about connected finance service delivery throughout 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, Grants and Administration Services (10%)**
5. **People Management (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"> • Support 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 programme 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. - Cash Management - Project payables and receivable • The preparation of reports on operational performance against annual performance measures and targets. • Oversee the verification of all payments, postings and financial acquittals and support month end and end of financial year reconciliations. • Where required, 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. • Support the monitoring of service delivery and team responsiveness. 	<ul style="list-style-type: none"> • The finance team leader is supported in the development of budgets in a timely manner and in accordance with SPC and donor partner requirements. • The finance team leader is supported in the timely and accurate submission of regular financial progress and project/programme financial reports in accordance with donor requirements and to internal stakeholders. • Timely, quality and relevant advice and input is provided for: <ul style="list-style-type: none"> - Financial and procurement planning - Financial strategies • Compliance and audit exercises All postings, payments and financial acquittals are cleared in a timely manner.

<ul style="list-style-type: none"> • Ensure systematic filing of all financial and procurement documents. 	
<p>KRA 2: Divisional, Project and Program Financial Management administration support</p> <ul style="list-style-type: none"> • Provide high level coordinated support to programme staff on donor requirements in planning, delivery, and financial administration. • 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 central Finance offices to provide support to Project managers in resolving Procurement and Finance and contract management issues. • Oversee 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. • 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 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 issues. Provide timely advice concerning operational and project/program financial and procurement targets when required.
<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 internal controls. This includes collaboration with internal stakeholders where instances of internal control weaknesses are found in order to strengthen these. • Oversee the maintenance of the accuracy of the programme financial information, within Navision and other systems. • 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. 	<ul style="list-style-type: none"> • Maintaining appropriate reports and system for financial tracking to ensure accurate financial information is reflected in systems. • Issues of internal control are reported on, collaborated on, and improved. • Where applicable, audit recommendations are implemented in a timely manner. • Meetings held with key management staff in the division and financial and compliance risk matters discussed and addressed where required.

<p>KRA 4: Procurement, Grants, and Administration Services</p> <ul style="list-style-type: none"> • Monitoring of procurement and grant actions undertaken and ensure they are in line with SPC and donor policies and procedures. • Support the preparation and monitoring of the annual procurement plan and ensure that annual procurement plans are aligned to the annual budget estimates and provide advice to managers should there be large variances. • Oversee 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. 	<ul style="list-style-type: none"> • All procurement actions are compliant with SPC and/or donor policies and guidelines. • Procurement and Grants processes run smoothly, and delays minimized • Procurement Plans and Annual budgets are aligned and connections between the two processes and documents are clear.
<p>KRA 5: People Management</p> <ul style="list-style-type: none"> • Create a team environment that fosters and develops effective working relationships and high performance. • Conducts fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance and encourages training & development opportunities. 	<ul style="list-style-type: none"> • Timely assessed staff performance and provided coaching and guidance to ensure maximum efficiency. • 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):

- 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

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. • Auditors • Suppliers/Vendors / Grantees • Member Country Finance Staff • NGOs/ CROP Agencies 	<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"> • Leadership Team in the division • Programme management team • Central Finance Team • Central Teams including ICT, HR, Administration and Procurement 	<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 degree in accounting, finance or business administration 	<ul style="list-style-type: none"> • Audit 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 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 • Demonstrated experience in the use of financial management information systems (FMIS) and financial monitoring tools • 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 • Demonstrated experience in conference management and event organization 	<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 • Knowledge of JET reporting and Power BI tool and Navision accounting system user • A working knowledge of the Pacific with experience working with finance 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 • Financial management and analysis skills • Aptitude for the provision of high-quality service with a high sense of precision
Advanced level	<ul style="list-style-type: none"> • Project management and financial monitoring procedures as applied by key development partners; • Take initiative and ability to work with minimal daily supervision • Demonstrated ability to effectively manage personal time and work priorities / schedules • Very good oral and written communication skills, in both English and
Working knowledge	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner • Ability to work well as a team with the staff • High level of interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Awareness	<ul style="list-style-type: none"> • Work experience in Pacific Island countries • Ability to liaise diplomatically and effectively with senior management and staff

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| | <ul style="list-style-type: none">• SPC Rules, Policies and Procedures• SPC Regulations and Policies |
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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.