



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

PO Box 240, Apia, Samoa  
E: [sprep@sprep.org](mailto:sprep@sprep.org)  
T: +685 21929  
F: +685 20231  
W: [www.sprep.org](http://www.sprep.org)



*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

---

## APPLICANT INFORMATION PACKAGE **FINANCE OFFICER (FO)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

### These define the core priorities and focus of SPREP in the areas of:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**

- We value high quality and targeted **Service Delivery**
- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

**Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

**Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

**Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

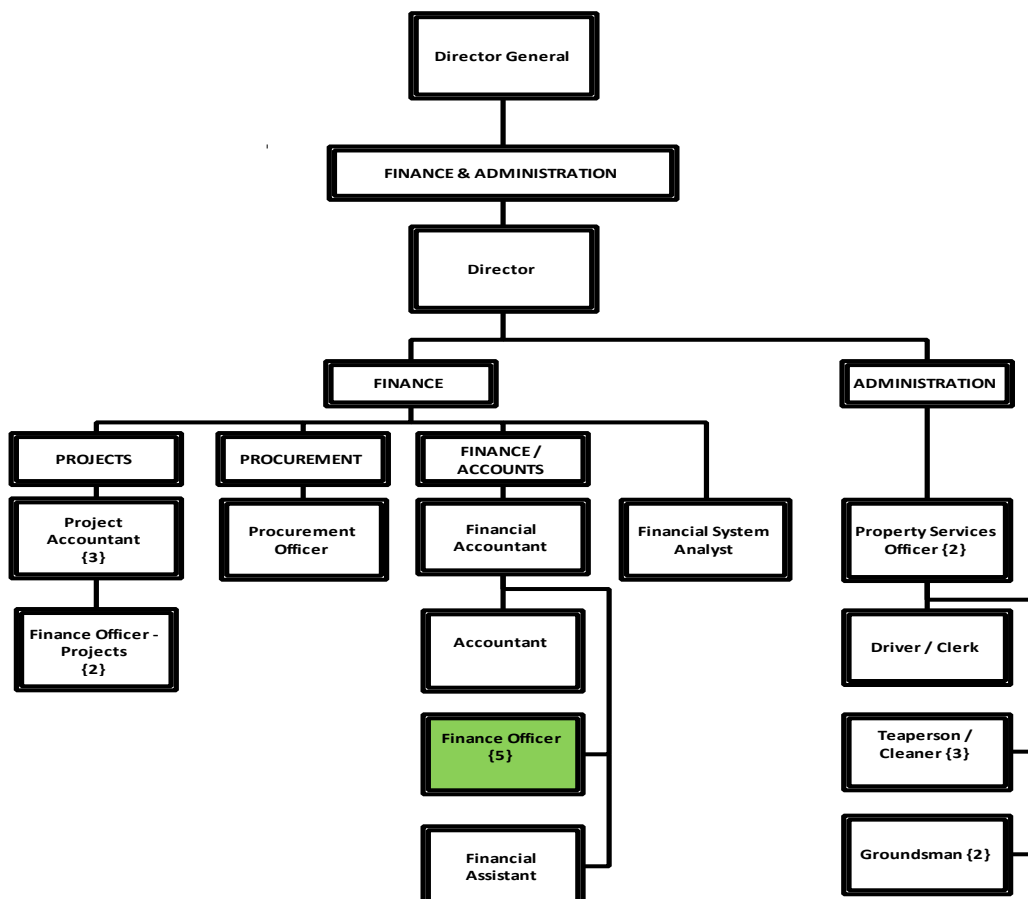
**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer (FO)
<b>Department:</b>	Finance and Administration
<b>Team:</b>	Finance / Accounts
<b>Responsible To:</b>	Financial Accountant
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide financial services and support as part of the Finance team</li> </ul>
<b>Date:</b>	June 2019

### Organisation Context



## Key Result Areas

The position of **Finance Officer (FO)** addresses the following Key Result Areas:

1. Payroll
2. Accounts Payable
3. Accounts Receivable
4. Fixed Asset Management
5. General financial services

***The requirements in the above Key Result Areas are broadly identified below.***

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Payroll;</b></p> <ol style="list-style-type: none"> <li>a) Verify and check calculations of monthly and fortnightly salaries processed by HR</li> <li>b) Consult with HR on any issues relating to the PayGlobal system and changes and verification of staff terms and conditions</li> <li>c) Prepare pay cheques to relevant financial institutions for processing of payroll</li> <li>d) Analyse codes for all pay sheets and export data for payroll into the FMIS</li> <li>e) Reconcile payroll clearing accounts in FMIS on a monthly basis</li> <li>f) Maintain confidential employee payroll files</li> </ol>	<ul style="list-style-type: none"> <li>• Payroll processed and checked in line with policies and procedures and relevant statutory requirements</li> <li>• Payroll issues are raised and clarified with HR and other relevant parties</li> <li>• Payroll processed for payment into the banks on time</li> <li>• Payroll information are correctly coded according to chart of accounts and posted in the FMIS in a timely manner</li> <li>• Monthly payroll reconciliations are accurately prepared in a timely manner</li> <li>• Records for payroll issues are kept confidential and are in order for auditing at any time</li> </ul>
<p><b>2. Accounts Payable;</b></p> <ol style="list-style-type: none"> <li>a) Run Goods Receipt report for payments to process and match invoices with purchase orders in the FMIS to ensure validity, accuracy and completeness</li> <li>b) Check codings before sending invoices for approval and transfer relevant supporting documents to Finance Officer - Data Processing for issuing cheques</li> <li>c) Reconcile the commitment listing on a monthly basis and distribute to relevant staff for certification and necessary adjustments.</li> </ol>	<ul style="list-style-type: none"> <li>• All Invoices including travel invoices for payments have relevant purchase orders and are correctly classified in the accounting system.</li> <li>• Supporting documents for requests for payments against purchase orders are verified and approved promptly.</li> <li>• Monthly Commitments are accurate and valid</li> <li>• Accounts payable operations are transparent with clean audit opinion on accounts payable procedures</li> <li>• Accounts payable monthly reconciliations are accurately prepared and completed by due date.</li> </ul>

<p>d) Perform the day to day data processing of all accounts payable transactions to ensure the finances are maintained in an effective, up to date and accurate manner</p> <p>e) Reconcile the Accounts Payable control monthly and make necessary adjustments.</p> <p>f) Maintain customer vendor information and update FMIS as and when required</p> <p>g) Verify data processing and cheque run payment transactions to the FMIS.</p>	<ul style="list-style-type: none"> <li>• Vendor list regularly updated in the accounting system</li> <li>• All financial data are accurately coded and captured in the accounting system daily</li> </ul>
<p><b>3. Accounts Receivable;</b></p> <p>a) Record various combinations of receipts that include cash and direct bank transfers.</p> <p>b) Issue receipts daily and ensure correct coding of all receipts into the FMIS</p> <p>c) Balance cash/cheques received with total receipts issued and prepare lodgements with the banks daily</p> <p>d) Maintain a filing system for all receipts related documents</p> <p>e) Prepare acknowledgement letters for member contributions and all funds received</p> <p>f) Issue invoices for services and follow up payment of outstanding accounts receivable invoices</p>	<ul style="list-style-type: none"> <li>• All receipts are accurately issued, coded according to the Chart of Accounts and timely posted in the FMIS</li> <li>• All monies received are accounted for, and banked daily and intact</li> <li>• Source and receipts related documents are properly filed and available at any time for audit</li> <li>• Ensure all member contributions and donor funds are acknowledged by the Director Finance and Administration in a timely manner</li> <li>• Invoices are correct and issued on a timely basis in accordance with policies and procedures, and monies due are collected promptly</li> </ul>
<p><b>4. Fixed Asset Management</b></p> <p>a) Maintain, update and reconcile the Fixed Asset Register with the general ledger on a monthly basis in collaboration with the Property Services Officer</p>	<ul style="list-style-type: none"> <li>• The Fixed Asset register is accurate and up to date and information agree with the general ledger</li> </ul>
<p><b>5. General financial services;</b></p> <p>a) Provide support and assistance to all other areas of Finance</p>	<ul style="list-style-type: none"> <li>• Timely, relevant and reliable services, information and responses are provided</li> <li>• Accounts and Bank Reconciliations are conducted on time</li> </ul>

	<ul style="list-style-type: none"> <li>• High standard of financial services and support is provided to SPREP'S programmes and approved work plans</li> <li>• Finance work operates smoothly and efficiently</li> </ul>
--	---

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plan.

**Work Complexity**

**Most challenging duties typically undertaken:**

- Ensure payroll, account receivables and other financial procedures are carried out in an effective and efficient manner
- Ensure payroll is paid into the bank before pay day established for staff
- Ensure services and payments are processed within tight deadlines

**Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Bank Officials</li> <li>• Suppliers and Vendors</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Providing and receiving information/answer queries/explain/assistance/respond to correspondences</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• All Staff</li> <li>• Finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting/team work/receiving and providing financial input/clarifying needs/support/respond to correspondence/explain</li> </ul>

**Level of Delegation**

**The position holder:**



- Has no delegation of authority

## Person 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 jobholder 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

1. A Diploma in Accounting / Finance or relevant discipline (A Bachelor degree in a relevant discipline will be an advantage)

## Knowledge / Experience

### Essential

2. At least 2 years experience in financial and accounting work (Bachelor degree holders with no prior experience are welcomed to apply)
3. Sound knowledge and understanding of Finance and Accounting processes including experience in computerised accounting systems, excel spreadsheets and Microsoft Office as well as providing analysis and reporting and appreciation of policies, systems, processes and databases
4. Demonstrates positive approach to continuous learning and development as well as initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision
5. Excellent communication skills with high command of spoken and written English with ability to communicate with diverse stakeholders, particularly presentation of financial and accounting information
6. Good understanding and appreciation of team work and performance culture with positive attitude to diverse opportunities and challenges

## Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<b>Expert level</b>	<ul style="list-style-type: none"><li>• Financial and accounting knowledge</li><li>• Financial policies and procedures</li><li>• Communication and inter-personal skills</li><li>• Team work</li><li>• Positive attitude</li><li>• Willingness to learn</li><li>• Dealing with sensitive and confidential information</li></ul>
<b>Advanced level</b>	<ul style="list-style-type: none"><li>• Analytical skills</li><li>• Accounting practices</li></ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"><li>• Financial system software</li><li>• Corporate policies</li></ul>
<b>Awareness</b>	<ul style="list-style-type: none"><li>• Environmental issues and Ethics</li><li>• SPREP Strategic Plan</li><li>• SPREP Annual Work Programme and Budget</li></ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

## 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 our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Salary:** Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$29,320. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

**Annual Leave:** 15 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

**Learning and Development:** Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

**Transport:** Transport from and to central Apia before and after work is provided.

**Definitions:**

'Dependent' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## D. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered);
2. A detailed Curriculum Vitae.

***Applicants that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.***

**Submitting applications:**

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “Application for Finance Officer(FO)” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Application for Finance Officer (FO)”

**More Information on SPREP and its work in the region** can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

For further enquiries, contact Ms Marion Tuipulotu-Chan Chui, Assistant HR Officer, on telephone (685) 21929 ext 328 or Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 5<sup>th</sup> July 2019:** Late applications will not be considered

**SPREP is an Equal Opportunity Employer**

