

APPLICANT INFORMATION PACKAGE
FINANCE OFFICER (FO)

(For Samoan nationals and Permanent Residents Only)

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (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 other SPREP offices in Fiji the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

The establishment of SPREP in 1993 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 to Pacific Island countries and territories 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:

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SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,

- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

The 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.

SPREP Pacific and Metropolitan Members agreed that the SPREP Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core Values.

Regional Goals

- **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.

Organisational Goals

- **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.

SPREP Values

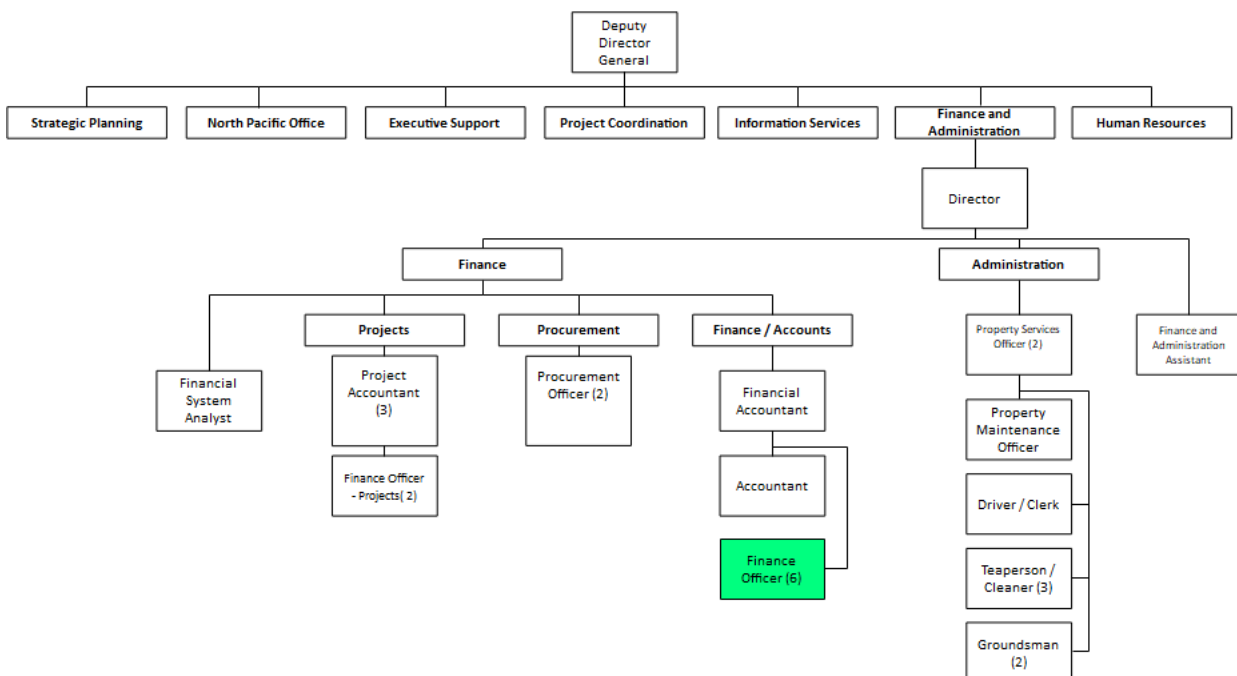
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. JOB DESCRIPTION

Job Title:	Finance Officer (FO)
Department:	Finance and Administration
Team:	Finance / Accounts / Projects (on a rotational basis)
Responsible To:	Financial Accountant / Project Accountants (on a rotational basis)
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> • Provide financial services and support as part of the Finance team
Date:	November 2023

Organisation Context



Key Result Areas

The position of **Finance Officer (FO)** addresses the following Key Result Areas on a rotational basis. The rotational nature of the position is designed to enhance capacity of officers to have the ability to multitask in the various areas of finance and procurement:

1. Project accounting and reporting
2. Payroll
3. Accounts Payable
4. Accounts Receivable
5. Procurement
6. Fixed Asset Management
7. General financial services

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

Jobholder is accountable for	Jobholder is successful when
<p>1) Project Accounting and Reporting</p> <p>a) Assist the Project Accountant in the development and management of appropriate financial accounting records for projects and programmes</p> <p>b) Update all project information and budget and respond to staff queries regarding their project and programme budgets</p> <p>c) Prepare financial reports to donors and other funding institutions to ensure reporting requirements are met on time</p> <p>d) Ensure all project supporting documents are up-to-date and available whenever required.</p> <p>e) Monitor through continuous review and analysis of project and programme expenditure and commitments against budget and highlight key issues to the Project Accountant.</p> <p>f) Work with staff in the preparation of budget for projects and programmes</p> <p>g) Maintain and update projects register</p> <p>h) Support & facilitate annual project audits and ensure that project audited financial reports are readily available before the submission deadlines</p>	<ul style="list-style-type: none"> • Relevant and reliable information are provided on time. • Project and programme financial reports are accurate and provided on time. Key project reports prepared are for: <ul style="list-style-type: none"> - AFD - Australia & New Zealand Extra Project funding - China - Climate Analytics - CORE funding – Aust/NZ - COSSPac - EU Projects (EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT etc) - GBIF - GCF projects - GIZ - IMO - Irish Funds - KMO - PEW - UKMET - UNEP/GEF projects - WMO - All other projects • Donor financial requirements are met on time

<p>i) Check, verify and certify all project Accountable Advances</p>	<ul style="list-style-type: none"> • Project and programme budgets are up-to-date, accurate and available to staff at all times • Timely, relevant and reliable financial information is provided for decision making • All Expenditure paid from Accountable Advances are within donor requirements
<p>2. Accounts Payable</p> <p>a) Manage and monitor internal controls over the accounts payable system and process in the FMIS to ensure validity, accuracy and completeness of transactions</p> <p>b) Check codings before sending invoices for approval and ensure all relevant supporting documents are uploaded to FMIS for finalising payments for the banks</p> <p>c) Monitor commitment listing on the Purchasing module of FMIS on a monthly basis and follow up with relevant staff for verification and necessary adjustments.</p> <p>d) Perform the day to day data processing of all accounts payable transactions on FMIS to ensure the finances are maintained and ensure compliance with financial rules, regulations and policies as well as in line with donor requirements in an up to date and accurate manner</p> <p>e) Reconcile and Report on the Accounts Payable control monthly and facilitate necessary adjustments for approval.</p> <p>f) Maintain customer vendor information and update FMIS as and when required</p> <p>g) Verify payment transactions and data processing to the FMIS.</p>	<ul style="list-style-type: none"> • All invoices including travel invoices for payments have relevant purchase orders and are correctly classified in the accounting system and that Goods Receipt report for payment processed match purchase orders. • Intact and effective internal control system over accounts payable. • Supporting documents for requests for payments against purchase orders are verified, certified by appropriate approving manager and approved promptly. • Monthly Commitments are accurate and valid • Accounts payable operations are transparent with clean audit opinion on accounts payable procedures • Accounts payable monthly reconciliations are accurately prepared and completed by due date. • Vendor list regularly updated in the accounting system • All financial data are accurately coded and captured in the accounting system daily
<p>3. Accounts Receivable</p>	

<ul style="list-style-type: none"> a) Record various combinations of receipts that include cash and direct bank transfers. b) Issue receipts daily and ensure correct coding of all receipts into the FMIS c) Balance cash/cheques received with total receipts issued and prepare lodgements with the banks daily d) Maintain a filing system for all receipts related documents e) Prepare acknowledgement letters for member contributions and all funds received f) Issue invoices for services and follow up payment of outstanding accounts receivable invoices g) Identify and resolve invoicing issues, accounting discrepancies and other financial related issues. 	<ul style="list-style-type: none"> • All receipts are accurately issued, coded according to the Chart of Accounts and timely posted in the FMIS • All monies received are accounted for, and banked daily • Source and receipts related documents are properly filed and available at any time for audit • Ensure all member contributions and donor funds are acknowledged by the Director Finance and Administration in a timely manner • Invoices are correct and issued on a timely basis in accordance with policies and procedures, and monies due are collected promptly
<p>4. Fixed Asset Management</p> <ul style="list-style-type: none"> a) Carry out maintenance update and reconciling of the Fixed Asset Register in collaboration with the Property Services Officer b) Prepare the Analysis of all capital procurement to ensure that they are properly captured and recorded in the Fixed Assets c) Report and make recommendations in respect of any Asset Disposals or Revaluation 	<ul style="list-style-type: none"> • The Fixed Asset register is accurate and up to date and information agree with the general ledger
<p>5. Payroll</p> <ul style="list-style-type: none"> a) Verify and check calculations of monthly and fortnightly salaries processed from HR b) Consult with HR on any issues relating to the PayGlobal system and changes and verification of staff terms and conditions c) Prepare payment authorisations to relevant financial institutions for processing of payroll 	<ul style="list-style-type: none"> • Payroll processed and in compliance with policies and procedures and relevant statutory requirements • Payroll issues are raised and clarified with HR and other relevant parties • Process payroll payment into the banks staff on time • Payroll information are correctly coded according to chart of accounts and posted in the FMIS in a timely manner • Monthly payroll reconciliations are accurately prepared in a timely manner

<p>d) Analyse payroll charts extracted from HRMIS for processing and posting on FMIS</p> <p>e) Reconcile payroll clearing accounts in FMIS on a monthly basis</p> <p>f) Maintain confidential employee payroll files</p>	<ul style="list-style-type: none"> Records for payroll issues are kept confidential and are in order for auditing purposes
<p>6. Procurement</p> <p>a) Review and assist the compliance with the procurement manual of all procurement requests</p> <p>b) Liaise closely with requesting units to ensure procurement documents provided are correct</p> <p>c) Ensure proper processes and procedures for procurement are documented</p> <p>d) Assist with analysis of procurement process to ensure donor compliance</p> <p>e) Provide input in the improvement of procurement gaps</p>	<ul style="list-style-type: none"> Procurements are in line with procurement policy/manual Procurement advice provided assists with smooth workflow of procurement Procurement gaps/issues are resolved and addressed.
<p>7. General financial services</p> <p>a) Provide support and assistance to all other areas of Finance</p>	<ul style="list-style-type: none"> Timely, relevant and reliable services, information and responses are provided Accounts and Bank Reconciliations are conducted on time High standard of financial services and support is provided to SPREP'S programmes and approved work plans Finance work operates smoothly and efficiently

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 PRISMSS Manager as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

1. Understanding of financial and procurement requirements for various donors which include AFD, Australia & New Zealand Extra Project funding, China, Climate Analytics, CORE funding – Aust/NZ, COSSPac, EU Projects (EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT etc), GBIF, GCF projects, GIZ, IMO, Irish Funds, KMO, PEW, UKMET, UNEP/GEF projects, WMO
2. Ensure payroll, account receivables and other financial procedures are carried out in an effective and efficient manner
3. Ensure payroll is paid into the bank before pay day established for staff
4. Ensure services and payments are processed within tight deadlines

Functional Relationships & Related Skills

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

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 Bachelor degree in Accounting / Finance.

Knowledge / Experience

Essential

2. At least 3 years experience in financial and accounting work
(New graduates with no work experience are encouraged to apply)
3. Sound knowledge and understanding of:
 - a. Finance and Accounting policies and processes including experience in computerised accounting systems;
 - b. Project financial analysing and reporting
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 teamwork 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:

Expert level	<ul style="list-style-type: none">• Financial and accounting knowledge• Financial policies and procedures• Communication and inter-personal skills• Team work• Positive attitude• Willingness to learn• Dealing with sensitive and confidential information
Advanced level	<ul style="list-style-type: none">• Analytical skills• Accounting practices• Procurement

Working Knowledge	<ul style="list-style-type: none"> • Financial system software • Corporate policies
Awareness	<ul style="list-style-type: none"> • Environmental issues and Ethics • SPREP Strategic Plan • SPREP Annual Work Programme and Budget

Key Behaviours

All staff are expected to uphold SPREP’s Organisational Values and Code of Conduct which are Key Behaviours forming part of 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 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$37,206 per annum. This will be adjusted to SAT\$41,857 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report, 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 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 existing SPREP Medical Insurance.

Superannuation: All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa 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 the contract, 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 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

For further enquiries, contact Mr. Roger Warren on telephone (685) 21929 ext 325 or Email:
rogerw@sprep.org.

Closing date: Monday, 4 December 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
