



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
PROJECT ACCOUNTANT (PJA)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 Marshall Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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:

▪ 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
- 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's Pacific and metropolitan members agreed that SPREP's 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

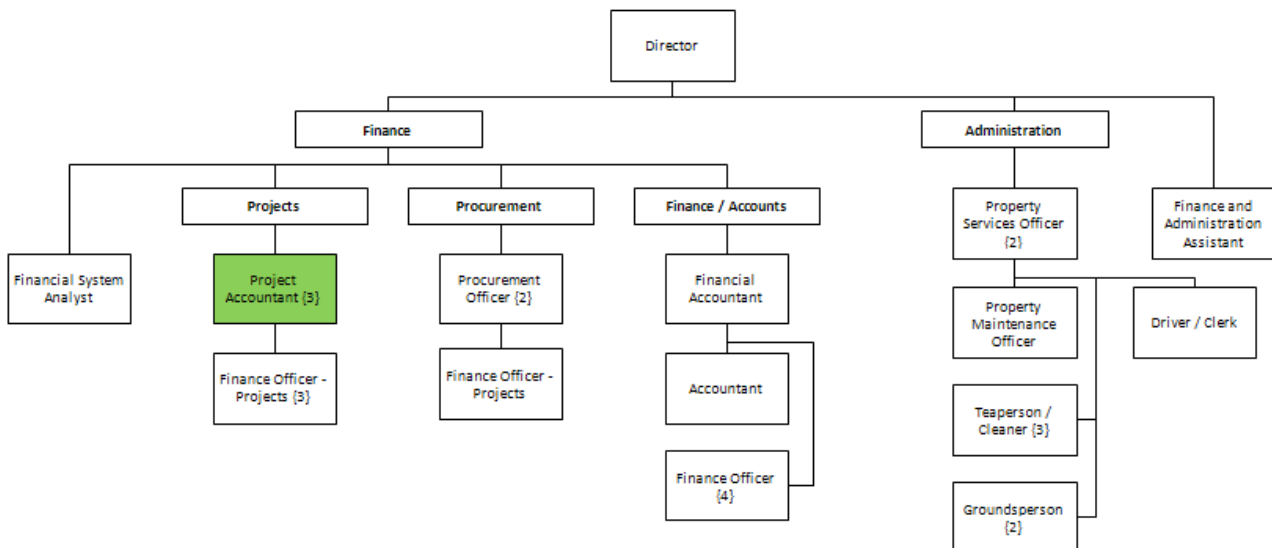
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Project Accountant (PJA)
Department:	Finance and Administration
Team:	Projects
Responsible To:	Director, Finance and Administration
Responsible For: (Total number of staff)	4 staff (plus indirect supervision of all project Finance Officers)
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Oversee all project financial and accounting requirements
Date:	April 2024

Organisation Context



Key Result Areas

The position of **Project Accountant (PJA)** addresses the following Key Result Areas:

1. Management of project finances and accounting requirements
2. Financial reporting
3. Leadership and management
4. Advisory, Communications, Monitoring and Reporting
5. General financial services

The requirements, expectations and performance standards for the above duties are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Management of project finances and accounting requirements</p> <ol style="list-style-type: none"> a) Develop and manage appropriate financial accounting records for projects and programmes b) Verify and approve project and programme purchase orders and ensure they are correctly classified/coded and supported by appropriate source documents. c) Provide regular advice to programme staff on financial status of the projects and confirm funding availability for project/division activities. d) Carry out Donor/Project Reconciliations e) Lead and manage all requirements on the project audits 	<ul style="list-style-type: none"> • Clean audit opinion on internal controls and financial procedures • Payments are valid, correctly classified and supported by appropriate source documentation • Funds are available to ensure programme delivery • Programme staff receive routine feedback on financial data quality to build their capacity to report on financial use and deficiencies • 6-monthly and annual reconciliations are prepared and reconciled to the general ledger
<p>2. Financial reporting;</p> <ol style="list-style-type: none"> a) Prepare monthly, quarterly, six monthly and annual financial statements, and provide supporting documents for projects and programmes, consistent with donors and SPREP's procedural and reporting requirements. b) Respond in a timely manner to donors queries with regard to financial reports and requirements c) Attend to Project Officers' queries regarding projects and division budgets and projects d) Prepare 'ad hoc' management and financial information and reports, as and when required internally by Management and Officers; 	<ul style="list-style-type: none"> • Project and Programme financial reports are accurate and provided on time. Some of the key project reports prepared are for: <ul style="list-style-type: none"> - Agence Francaise Developpment (SWAP, KIWA) - Adaptation Fund (FSM, Kiribati) - COSSPac, - CORE funding – Aust/NZ/China - DFAT Additional Funding (POLP, PacPlan, UNEA, WWII Wrecks) - EU Projects (EDF10 PACWaste, EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT, Pacific BioScapes, Intra-ACP Climate Services and related applications in the Pacific)

<p>e) Compile monthly performance output reports against budgets and analyse and interpret data in order to provide management information for decision making.</p> <p>f) Compile monthly income and expenditure project reports against approved budgets</p>	<ul style="list-style-type: none"> - Fond Pacifique - GCF projects (VanKIRAP, Solomon Islands Readiness, Niue Readiness II, RMI Readiness II, Kiribati Readiness, PNG Readiness, Tuvalu NAP) - GIZ GBIFIMO - Irish - MFAT Additional Funding (PCCC, PCU, MISSCAP, Oil Spill) - PEBBAC - UKMET, - UNEP/GEF projects (ISLANDS Child, Minamata, ABS, INFORM, ACP MEA III, Invasives RIP, NIPs, Enhancing Climate & TK, and all Small Scaled Funding Agreements) - WMO - All other projects <ul style="list-style-type: none"> • Donor financial requirements are effectively met • Relevant and reliable information and advice are provided on time • Management and programme staff have access to accurate, timely relevant financial information that enables efficient and effective operation of the Secretariat • Timely, relevant and reliable financial information is provided for decision making
<p>3. Leadership and management</p> <p>a) Lead, manage and supervise work of relevant finance staff under their supervision</p> <p>b) Ensure all Performance Development Plans (PDPs) for relevant staff are reviewed, implemented, regularly monitored and assessed according to the Secretariat's PDP</p> <p>c) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development</p> <p>d) Provide relevant reports and advice in relation to performance and team development of supervised staff.</p> <p>e) Monitor project compliance with donor terms and conditions</p>	<ul style="list-style-type: none"> • Staff requirements are met in line with Secretariat policies and procedures • Staff PDPs are in place, implemented, regularly monitored and assessed according to the Secretariat's PDP • Staff training and capacity building provided and staff are aware of all job requirements at all times. This relates not only to support for Staff under their supervision, but also Finance and Accounting staff for the various projects that may need training or guidance from time to time. • Staff issues and relevant reports are addressed and raised on time
<p>4. Advisory, Communications, Monitoring and Reporting</p>	

<ul style="list-style-type: none"> a) Provide all the necessary information, advice and reports for the Director Finance and Administration (DFA) and also Senior Leadership Team (SLT) and staff when required, as initial focal points for all project accounts managed by SPREP b) Ensure that all reporting requirements and commitments to staff and other stakeholders are fulfilled c) Provide advice in relation to all project accounts when requested by staff and stakeholders d) Communicate all essential information to all staff with respect to advice from donors or partners e) Provide training and refresher programmes for staff on essential project information, reporting requirements and other donor policies and conditions 	<ul style="list-style-type: none"> • Correct advice, timely and accurate reports are provided to the DFA, SLT and staff • Reporting requirements are fulfilled for all staff and stakeholders • Clear and timely communication of all essential information from donor/partners to staff • Up to date knowledge and capacity of staff particularly those managing project finances and working together with Finance in managing procurement and financial reporting
<p>5. General financial services;</p> <ul style="list-style-type: none"> a) Assist the DFA in the following; <ul style="list-style-type: none"> - Compile SPREP's work programme and budget; - Assess and check all Project Budgets submitted each year for the Biennial and Supplementary budgets - Reconcile general ledger accounts; - Prepare annual financial accounts for audit; b) Relieve the DFA when necessary 	<ul style="list-style-type: none"> • Finance goals in the Strategic Plan are successfully achieved • Finance annual workplan is successfully achieved particularly on project accounting area

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/Immediate Supervisor as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:

- Managing all aspects of projects which include but not limited to Agence Francaise Developpment (SWAP, KIWA), Adaptation Fund (FSM, Kiribati), COSSPac, CORE funding – Aust/NZ/China, DFAT Additional Funding (POLP, PacPlan, UNEA, WWII Wrecks), EU Projects (EDF10 PACWaste, EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT,

Pacific BioScapes, Intra-ACP Climate Services and related applications in the Pacific), Fond Pacifique, GCF projects (VanKIRAP, Solomon Islands Readiness, Niue Readiness II, RMI Readiness II, Kiribati Readiness, PNG Readiness, Tuvalu NAP), GIZ, GBIF, IMO, Irish, MFAT Additional Funding (PCCC, PCU, MISSCAP, Oil Spill), PEBBAC, UKMET, UNEP/GEF projects (ISLANDS Child, Minamata, ABS, INFORM, ACP MEA III, Invasives RIP, NIPs, Enhancing Climate & TK, and all Small Scaled Funding Agreements), WMO and other project funding

- Understanding of key donor requirements especially key donors such as EU, GCF, AF, AFD, USAID, GIZ, Aust Govt, NZ Govt, Irish Govt, UNEP, UNOPS, GEF, BoM, IMO, GBIF, WMO, PEW, UKMET, German Govt, Swedish Govt, China Govt financial and procurement requirements
- Training of project managers and project staff on financial management

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • Donors / Partners 	<ul style="list-style-type: none"> • Advice and assistance • Consultations • Collaborative discussions and financial and technical support
<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Locally recruited staff 	<ul style="list-style-type: none"> • Advice and support • Advise and reporting • Supervision and support

Level of Delegation

The position holder:

- Manages and has oversight of the project budgets and finances
- Can authorise costs and payroll relating to SPREP requirements in the absence of the Director Finance and Administration (DFA) in their capacity as OICs if nominated by the DFA

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. Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years extensive experience in project accounting or in a similar accounting role with demonstrated experience in project and programme fund management, preferably in the Pacific region.
3. Excellent experience in Microsoft Office, spreadsheet applications and computerised accounting systems, with sound knowledge of Performance Based Output Budgeting systems.
4. Excellent financial advisory, operational and analytical skills including high level of organisational, analytical, problem-solving, administration and facilitation skills.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.
6. Excellent experience in financial management and accounting, programme and project fund management including monitoring and evaluation, proposal and report writing.
7. Excellent knowledge of accepted and emerging financial and project management issues and challenges in the Pacific islands region.

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• Projects financial reporting
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	<ul style="list-style-type: none"> • Work programme planning, and budgeting Competency in appropriate computerised accounting systems • Teamwork in an interdisciplinary and multi cultural environment • Staff management
Advanced level	<ul style="list-style-type: none"> • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging financial / donor issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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

All managers and supervisors are expected to uphold SPREP’s established Leadership and Management Behaviors forming part of the Performance Development Plan.

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 3 years initially with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD57,764) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 (USD64,984) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,770 will be paid to the successful candidate. This is currently equivalent to SAT18,203 (USD7,584) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month 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 will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,679).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD\$6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD1,140) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (USD960) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 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 dependants 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: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%..

Learning and Development

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

Definitions:

'Dependant' means the spouse and financially dependent children 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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

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.

4. 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.

Applications 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 Project Accountant (PJA)**” and send to recruitment@sprep.org (*Most preferred option*)
- 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 Project Accountant (PJA)**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

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

Closing date: Friday, Friday, 3rd May 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
