Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

INTERNSHIP OPPORTUNITY:

FINANCE & ACCOUNTING INTERN (FAI)

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 region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan 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:** "The 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 four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

Internship Programme

Each year, subject to funding availability, SPREP through its Internship Programme offers short-term opportunities to a limited number of young professionals and recent graduates from the Pacific Island Countries and Territories. The main objectives of the programme include:

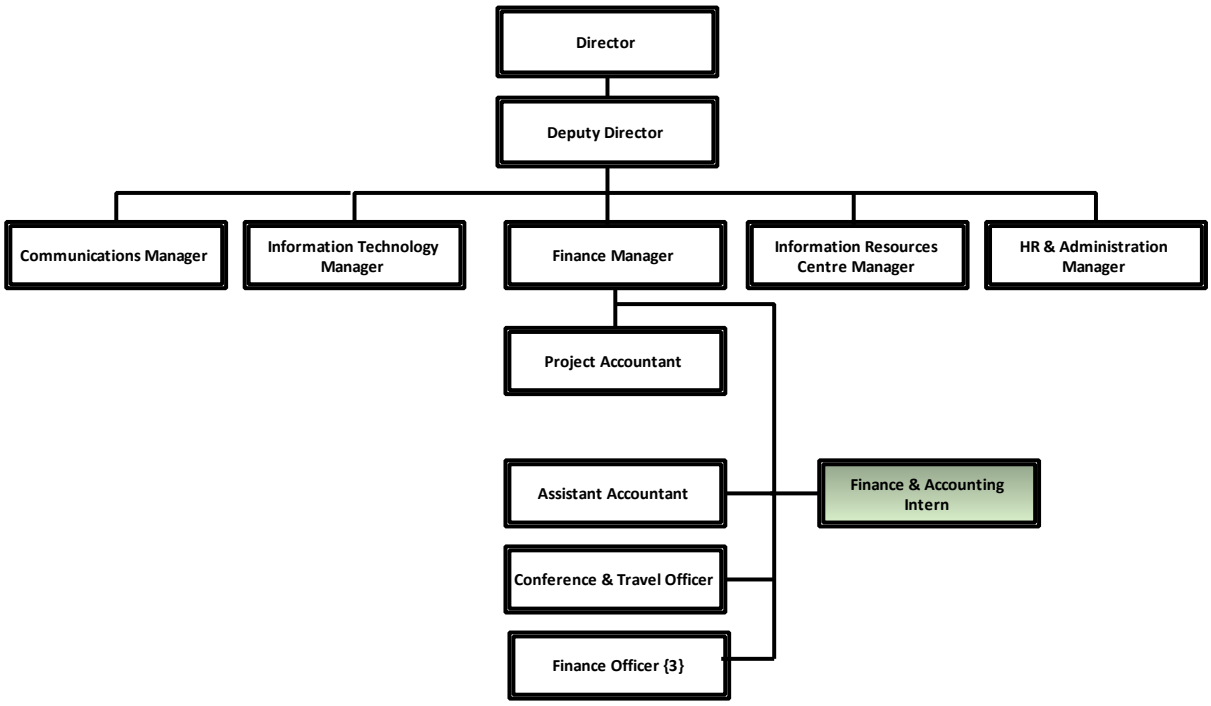
- To gain professional exposure;

- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

B. JOB DESCRIPTION

Job Title:	Finance & Accounting Intern
Programme:	Corporate Services
Group / Team:	Finance Section
Responsible To:	Finance Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	This internship exists to provide financial services support to the Finance Section
Date:	July 2011

Organisation Context



Key Result Areas

The **Finance & Accounting Intern (FAI)** addresses the following Key Result Areas:

1. Finance & Accounting Support
2. Updating of Finance records
3. General Financial services

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

Jobholder is accountable for	Jobholder is successful when
1. Finance and Accounting Support; a) Prepare and process SPREP's payrolls (Monthly and Fortnightly Salaries) – include payments and reconciliations b) Process all payments and financial requirements for official travels	• Payrolls and payroll reconciliations are processed in a timely and accurate manner • Accounts Payable and travel related payments are accurately coded and payments processed within required time frame • All supporting financial documentation for payments are in accordance with financial procedures and procurement policy
2. Updating Finance Records; a) Ensure all relevant data is entered into the ACCPAC accounting system – account codes must be verified in accordance with established financial guidelines.	• All data are accurately coded according to the Chart of Accounts and postings are done accurately and in a timely manner
3. General financial services; a) Attend to other daily financial and accounting responsibilities including the following: • Daily cash reconciliations • Processing Purchase Orders • Accountable advances reconciliations b) Assist in the following areas: • Preparation of financial reports • Reconciliations of banks and general ledger accounts • Responding to general financial queries from staff	• All monies are receipted and banked daily • All requests for purchase orders are accurately coded and purchase orders issued in a timely manner • Acquittal of accountable advances are accurately reconciled, and posted by due date • Assistance is provided to the Finance Manager to ensure : - Accurate monthly financial reports are provided in a timely manner - Bank accounts are reviewed daily and actively managed - Respond to all financial queries in a timely manner.

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 manager as part of the performance development process.

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

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Bank Officials • Suppliers and vendors • Public	• Providing and receiving information; answer queries; discussions; respond to correspondences;
Internal • All Staff • Finance team	• Providing information; discussions; respond to correspondences; Clarifying and reporting

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.

Age & Nationality Requirement

Essential
▪ Must be under 32 years of age ▪ Must be a national of a Pacific island country or territory

Qualifications

Essential
1. Minimum qualification of a Bachelors Degree in Finance and/or Accounting

Knowledge / Experience

Essential
2. At least one years' work in Finance and/or Accounting area

3. Excellent communications skills – oral and written communication and interpersonal skills
4. Excellent computing skills and knowledge of developing excel spreadsheets
5. Demonstrated ability to work unsupervised until completion of tasks
6. Demonstrated experience in coordination and organisational skills
7. Demonstrated potential to fulfill the objectives of the Internship programme: o To gain professional exposure; o To strengthen capacity building in young professionals in the island member countries and territories; o To promote SPREP's work and especially regional environmental issues and priorities.

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 and Conditions

Duty Station: Apia, Samoa.

Duration: The internship position will be for 6 months starting as soon as possible (preferably within a month of advising the successful candidate). Possible renewal for a period of up to a maximum of 6 months subject to demonstrated potential for further capacity development through the internship, relevant needs of the organisation and availability of funds.

Grade & Salary: The salary is SAT$47,142 per annum. Salary will be tax free for non-citizens and non-residents of Samoa.

Term: For those recruited from outside Samoa, the term begins from the day the intern leaves his or her home to take up the internship programme. The internship is subject to a satisfactory medical examination.

The internship will be 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.

<u>For an intern recruited from outside Samoa, the following applies:</u>

Relocation Expenses: SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances subject to successful completion of the internship;
  Establishment Grant: A lump sum payment of SDR1,100 upon taking up the internship and arrival in Apia.
  Repatriation allowance: Two week's salary, upon successful completion of the internship.
- Up to 20kgs of excess baggage each way.

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

<u>For all interns:</u>
Annual Leave: 15 working days per annum

Sick Leave: 30 working days per annum

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by the intern if required to travel away from Apia as part of the internship programme. Travel Insurance is provided

during duty travel.

Life & Personal Accident Insurance: The intern is covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: The intern is entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An intern recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For an intern recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

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

Submitting applications:

a) By email: Subject matter to be clearly marked "**Application for Internship: Finance & Accounting Intern (FAI)**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Internship: Finance & Accounting Intern (FAI)**"

All enquiries to be directed to the Personnel Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 29th July 2011: Late applications will not be considered.

SPREP is an Equal Opportunity Employer