Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

FINANCIAL ACCOUNTANT (FA)

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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. It is based in Apia, Samoa, with about 95 staff and an annual budget of USD $20 million in 2015.

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

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 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

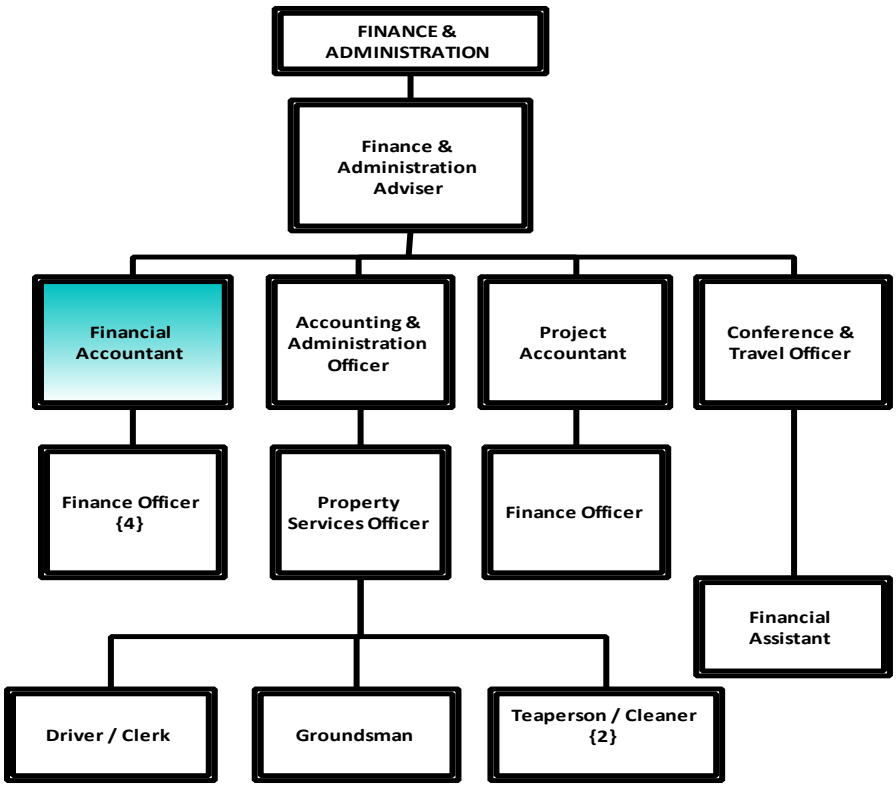
Corporate Services & Internal Audit

Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

B. JOB DESCRIPTION

Job Title:	Financial Accountant (FA)
Division:	Corporate Services
Team:	Finance & Administration
Responsible To:	Finance and Administration Adviser
Responsible For: **(Total number of staff)**	4 staff
Job Purpose:	**This job exists to**: • Oversee and manage the Budget, Accounts Payable and related Finance support functions • Monitor the cash flow and financial records for all bank accounts
Date:	December 2015

Organisation Context



Key Result Areas

The position of **Financial Accountant (FA)** addresses the following Key Result Areas:

1. Budget Management
2. General financial services
3. Travel policy and services
4. Leadership and management

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

Jobholder is accountable for	Jobholder is successful when
1. Budget Management; a) Demonstrate using financial measures the effective utilisation of corporate services operating budget b) Support and guide division staff on the strategic priority areas in the preparation of annual budgets and their 6 monthly updates c) Check the different budgets submitted, liaise with the priority areas and Division staff before submission to the Finance and Administration Adviser d) Compile and coordinate the different budgets and prepare the annual budget and its 6 monthly update for review by the Senior Management Team, in collaboration with the Finance & Administration Adviser e) Develop and prepare monthly budget monitoring reports as part of the financial system improvement process and advise staff accordingly f) Raise significant issues arising from budget analysis and budget forecasting to the attention of the FAA and provide relevant recommendations	• Delegated budget is managed within forecast and within delegated procurement policies • Budget forecasting is accurate – actual cost relative to the established budget • Timely and accurate advice is provided to Division staff in developing their individual budgets • Annual budget completed within timelines established • Monthly feedback on the budgets against actual spending is submitted to staff for decision making and remedial actions • Decision making for appropriate action on monthly budget variances is addressed in a timely manner
2. General financial services; a) Prepare weekly cash flow reports and provide daily monitoring of the Secretariat cash flow b) Manage the confidential payment of payrolls including the verification of calculations and supporting documents c) Check and approve the accuracy of the bank accounts, term deposits, inter banks and credit cards monthly reconciliations d) Provide approval on the FMIS for invoice matching/journals and receipts for Corporate Services e) Review Donor/Project Reconciliations f) Assist the Finance & Administration Adviser in the following; - Coordinate and monitor processes for finance staff;	• Cash at bank are available at all times for day to day operations • Monthly and fortnightly payrolls are accurate, complete and available on time. • Monthly bank reconciliations are approved on time for accuracy • A clean audit opinion on internal controls for bank accounts is achieved • Purchase Orders and payments are correctly coded and matched to relevant purchase orders • Half yearly and annual reconciliations are reviewed and reconciled to the general ledger in accordance with audit requirements

- Compile SPREP's work programme and budget; - Prepare annual financial accounts and reconcile general ledger accounts for audit purposes; - Train and update staff on the financial system and update the Chart of Accounts; - Deal with banks and other relevant institutions; - Update the Financial Manual of Procedures - Follow up with countries their membership contribution	• Finance team delivers highest standard of financial services and fully supports and is well integrated within all SPREP programmes and approved work plans • Finance goals in the Strategic Plan are successfully achieved
3. Travel policy and services a) Oversee the Travel functions and provide regular advice on the policy and compliance and ensure the policy is regularly updated and reflects international best practice b) Prepare a regular update to all staff on essential travel information including, but not limited to, country profiles, health, security, medical, insurance, visa requirements and cultural issues c) Review travel processes and procedures on a regular basis and where necessary, recommend changes. d) Ensure the Travel Insurance policy is up-to-date and regular advice and information is provided to staff e) Check and ensure all financial calculations relating to travel are completed accurately and on time	• The travel functions operate efficiently and effectively • The Travel Policy is up-to-date and consistent with best practice in this area • Regular reviews of travel processes and procedures are carried out and recommended improvements suggested to the SMT. • Calculations of all financial travel expenses are correct and available on time
4. Leadership and management a) Lead, manage and supervise work of relevant finance staff b) Ensure all Performance Development Plans for relevant staff are reviewed, implemented and assessed according to the Secretariat's Performance Development System c) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development d) Provide relevant reports and advice in relation to performance and team development of supervised staff.	• Staff requirements are met in line with Secretariat policies and procedures • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System • Staff training is provided and staff are aware of all job requirements at all times • Staff issues and relevant reports are addressed and raised on time

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:
• Budget management and monitoring • Understanding of key financial policies and procedures and dealing with a variety of issues that require different approaches and taking into account compliance, consistency versus flexibility • Training of non-financial staff on budget and financial issues

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Member countries • Donors / Partners • Financial Institutions	• Advice and assistance • Consultations • Collaborative discussions • Financial advice and negotiations
Internal • Executive Management • All staff	• Advice and support • Advice and reporting • Supervision and support

Level of Delegation

The position holder:
• Does not manage any operational budgets • Can authorise costs and payroll relating to SPREP requirements in the absence of the Finance & Administration Adviser • Can carry out negotiations with banks on behalf of SPREP

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 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 relevant experience as a financial accountant or in a similar role with demonstrated experience in project and donor fund management, preferably in the Pacific region.
3. Proven experience in Microsoft Office, spreadsheet applications and computerised accounting systems, preferably TechOne, with sound knowledge of Performance Based Output Budgeting systems
4. Demonstrated experience in programme and project work including monitoring and evaluation, financial management, proposal and report writing, as well as leading teams within a multi-disciplinary and multi-cultural environment
5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people
6. Demonstrated financial advisory, operational and analytical skills including high level of organisational, analytical, problem-solving, administration and facilitation skills
7. Demonstrated 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	• Financial and accounting knowledge • Projects financial reporting • Work programme planning, and budgeting • Computerised accounting systems • Teamwork in an interdisciplinary and multi cultural environment • Staff management
Advanced level	• Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	• Environmental issues in the Pacific islands region • Emerging financial and accounting issues and challenges
Awareness	• 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 Behaviours 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 up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be in the range of SDR29,499 to SDR33,186. Currently, the equivalent in Samoan Tala is SAT$112,576 (USD$42,322) to SAT$126,648 (USD$47,612) per annum. 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,194 to SDR 4,505 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,017) to SAT$17,192 (USD$6,463). 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 at the time of writing is approximately USD1.00 = SAT$2.66

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her 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 and performance rewards 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 SAT$4,198 (USD$1,578).

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.

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.

Home 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.

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 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 Samoan Tala $15,600 (USD$5,865) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,594) per annum per family of 3 or more eligible children.

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$2,328 (USD$875) 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 SAT$2,400 (USD$902) 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 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 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: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

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;
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 Financial Accountant (FA)**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director Geneal, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Financial Accountant (FA)**"

For further enquiries, contact the HR Officer, Ms Luana Jamieson, on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 22nd January 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer