



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

APPLICANT INFORMATION PACKAGE  
**ACCOUNTING & ADMINISTRATION OFFICER (AAO)**



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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 80 staff and an annual budget of USD \$19 million in 2013.

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.

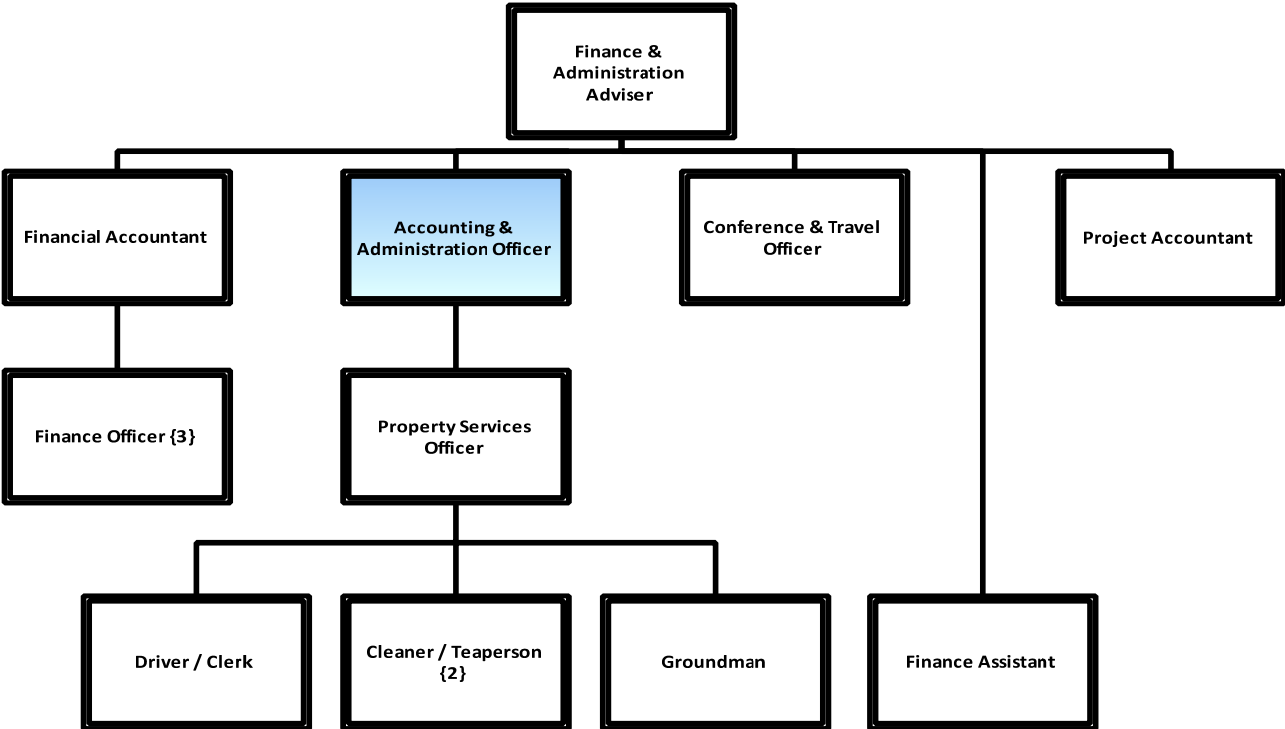
### **Corporate Services**

Corporate Services provide the necessary 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.

# B. JOB DESCRIPTION

<b>Job Title:</b>	Accounting and Administration Officer(AAO)
<b>Division:</b>	Corporate Services
<b>Programme:</b>	Finance and Administration
<b>Responsible To:</b>	Finance & Administration Adviser
<b>Responsible For: (Total number of staff)</b>	5
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>Lead and manage the Administration services and provide Financial services and support</li> </ul>
<b>Date:</b>	September 2013

## Organisation Context



## Key Result Areas

The position of **Accounting & Administration Officer (AAO)** addresses the following Key Result Areas:

1. Management and supervision of the Administration services
2. SPREP Disaster Plan
3. Procurement and contracts
4. Cash checks and bank account reconciliations
5. Verification of financial and accounting processes and records
6. 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. Management and supervision of the Administration services</b></p> <ol style="list-style-type: none"> <li>a) Plan, organise and manage the provision and daily operations of the Administration services.</li> <li>b) Lead and supervise the work of the Administration team and provide coaching where necessary</li> <li>c) Develop and monitor the budget for the administration services and provide relevant recommendations to the FAA where necessary</li> <li>d) Ensure Performance Development Plans and reviews are carried out in a timely manner including, but not limited to, establishing clear work objectives, providing guidance and feedback.</li> <li>e) Collaborate with the Human Resources Team and provide input on regular updates to the Occupational Workplace Health and Safety procedures and ensure processes are in place for the Administration team to implement and make improvements, where appropriate</li> </ol>	<ul style="list-style-type: none"> <li>• SPREP properties and grounds are well maintained, cleaned and secured at all times.</li> <li>• Efficient processes and procedures are in place for administrative services</li> <li>• High quality administration services and support are provided to SPREP Divisions on a timely basis</li> <li>• Administration expenditures are within the approved budget with outputs achieved as outlined in the annual work plan.</li> <li>• Staff Performance Development Plans and reviews are carried out on a timely basis in consultation with staff</li> <li>• Regular support and coaching is provided to Administration staff</li> <li>• The Occupational Workplace Health and Safety procedures are implemented and conditions in the SPREP progressively workplace improve</li> </ul>
<p><b>2. SPREP Disaster Plan</b></p> <ol style="list-style-type: none"> <li>a) Ensure the Disaster Plan, is up to date and effectively implemented, and revised as necessary to ensure relevancy</li> <li>b) Ensure staff are well aware of the Disaster Plan and how it will be implemented in a disaster situation.</li> <li>c) Recommend changes and improvements where necessary</li> </ol>	<ul style="list-style-type: none"> <li>• Staff are familiar with the SPREP Disaster Plan</li> <li>• The Plan provides the most appropriate response for SPREP to respond to Disasters</li> <li>• The Plan continues to be relevant and up-to-date</li> <li>• Effective training for staff is implemented, with at least 3 training sessions implemented each year.</li> </ul>

<p><b>3. Procurement and contractors</b></p> <p>a) Oversee procurement procedures for all administration services, including but not limited to, preparing tenders, contracts, monitoring and evaluation</p> <p>b) Ensure systems and processes are in place to monitor and evaluate all Administration contracts including, but not limited to, travel, interpretation, insurance, office supplies, etc.</p> <p>c) Provide oversight of contractual work in collaboration with Property Services Officer</p>	<ul style="list-style-type: none"> <li>• Procurement of services and contracts comply with Procurement guidelines</li> <li>• Contractors meet requirements and performance is certified in accordance with contracts requirements</li> <li>• Systems and processes in place improve efficiencies and quickly identifies concerns</li> <li>• Necessary changes to the SPREP procurement policies and procedures are recommended to the SMT</li> </ul>
<p><b>4. Cash checks and bank account reconciliations;</b></p> <p>a) Maintain and update cash books for all bank accounts.</p> <p>b) Prepare monthly reconciliations of all bank accounts and term deposits, credit cards and the interbank account</p> <p>c) Check the accuracy of daily cash receipts lodged daily with the banks</p> <p>d) Maintain, update and reconcile the Fixed Asset Register to the general ledger</p> <p>e) Perform general ledger reconciliations including banks, credit cards and inter bank account.</p> <p>f) Manage the cash disbursements, recording, replenishment, safeguarding and accounting of petty cash</p>	<ul style="list-style-type: none"> <li>• All cashbooks are correctly updated on a daily basis.</li> <li>• All banks and credit cards accounts are reconciled on a complete, accurate and timely basis in line with relevant policies and procedures</li> <li>• Cash and cheques received are banked daily and intact</li> <li>• The Fixed Asset Register is accurate and up to date information agree to the general ledger</li> <li>• Accurate and timely reconciliations are provided for the monthly financial reports</li> <li>• Petty cash fund and petty cash records are well kept and managed according to audit requirements</li> </ul>
<p><b>5. Verification of financial and accounting processes and records;</b></p> <p>a) Verify travel organised and recommended by the CTO to ensure compliance with the Travel Policy</p> <p>b) Check payroll calculations and manage the confidential payments</p> <p>c) Check the accuracy of all travel payments</p> <p>d) Verify data processing and post payments and Receipts transactions to the cash book.</p> <p>e) Monitor advances and other receivables, and ensure timely clearance of outstanding items, and where necessary, take corrective actions</p> <p>f) Ensure all acquittals of accountable advances are reconciled, coded and</p>	<ul style="list-style-type: none"> <li>• Approved itineraries are the most economical and in line with the travel policy and requests for purchase orders are prepared on a timely basis</li> <li>• Fortnightly Payrolls are accurate, complete and available on time.</li> <li>• Per diems and travel related payments are accurate, according to policies and procedures and timely available</li> <li>• All financial data are accurately coded and captured in the accounting system daily</li> <li>• Rents and other receivables are collected monthly with regular follow up actions</li> <li>• Accountable advances are acquitted within required time frame and correctly classified</li> </ul>

<p>complied with financial policies and procedures</p>	<p>and supported by appropriate documentation</p>
<p><b>6. General financial services;</b></p> <p>a) Issue invoices for services and follow up payment of outstanding accounts receivable invoices</p> <p>b) Coordinate the procurement of bulk orders for the Secretariat for office equipment and stationeries</p> <p>c) Assist the Finance and Administration Adviser with follow up correspondences for unpaid member contributions</p> <p>d) Work closely with the Financial Accountant to manage and share related and overlapping workload and responsibilities</p> <p>e) Assist the Project Accountant with project financial reports</p> <p>f) Assist in the following areas:</p> <ul style="list-style-type: none"> <li>• Coordinate the Finance Officers' daily financial transaction processing</li> <li>• Travel arrangements for staff and participants</li> <li>• Preparation of financial reports;</li> <li>• Reconciliations of general ledger accounts</li> <li>• Responding to general financial queries from staff and customers</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices are correct and issued on a timely basis in accordance with policies and procedures, and monies due are collected promptly</li> <li>• Procurement activities comply with the policies and procedures and available in a timely manner</li> <li>• Regular reminders of unpaid member contributions are distributed and increases in yearly paid contributions achieved</li> <li>• Daily financial transaction processing are posted into the accounting system daily, and comply with financial policies and procedures</li> <li>• Projects financial reports are accurate and available within required timeframe.</li> <li>• Delivers high standard of financial and administration services and support to SPREP's programmes and approved work plans</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 process.

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

**Work Complexity**

**Most challenging duties typically undertaken:**

- Ensuring efficient administration and financial procedures are maintained and or implemented
- Maintenance of the Fixed Asset Register
- Application of the necessary reforms to accounting and administration systems

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<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>• Negotiations / liaison</li> <li>• Providing and receiving information</li> <li>• Answering queries</li> <li>• Assistance/ correspondences</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• All Staff</li> <li>• Finance &amp; Administration team</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> <li>• Reporting/ receiving and providing financial input/resolving minor conflicts/clarifying needs/respond to correspondences/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 Bachelor degree in Business Administration / Business Management / Accounting / Finance / or relevant discipline

### Knowledge / Experience

#### Essential

2. At least 5 years in administration and financial management /accounting work preferably within the Pacific region (experience in managing and implementation of a Disaster Plan would be an advantage)
3. Demonstrated experience in policy advisory work, monitoring and evaluation, proposal and report writing including financial management and analysis experience, leading and supervising teams



4. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, with excellent word processing, computer and administrative skills
5. Excellent communication and interpersonal skills, particularly in dealing with non-finance staff, regarding finance related issues.
6. Demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision;; monitor and evaluate work targets, problem solving and demonstrates initiative to think outside the box
7. Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people, ability to exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment

## 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"> <li>• Financial and accounting knowledge</li> <li>• Administration and management</li> <li>• Disaster Plan and preparations</li> <li>• Occupational health and safety issues</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Understanding of financial policies and regulations</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Accounting practices</li> <li>• Financial systems software</li> <li>• Knowledge of SPREP financial procedures</li> <li>• Corporate policies</li> <li>• Ability to work well with others</li> <li>•</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Annual Work Programmes and Budget</li> <li>• Workplan development and understanding</li> <li>• IFRS accounting standards</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

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 only. Renewal will be subject to availability of funds, continuity of programme activities 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 8 of SPREP's salary scale and will be in the range of SDR21,946 to SDR32,918 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$83,884 (USD\$34,952) to SAT\$125,822 (USD\$52,426) per annum.

**Salary on Appointment:** Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. 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 SDR3,298 – SDR4,148 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$12,606 (USD\$5,253) to SAT\$15,855 (USD\$6,606) 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 at the time of writing is approximately USD1.00 = SAT\$2.40

**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 home 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\$4,205 (USD\$1,752).

**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.

**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\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) 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\$970) 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\$1,000) 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 Accounting & Administration Officer**” and send to [recruitment@sprep.org](mailto: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 Accounting & Administration Officer**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: [christinep@sprep.org](mailto:christinep@sprep.org)

**Closing date: Friday, 25<sup>th</sup> October 2013:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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