



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

APPLICANT INFORMATION PACKAGE
FINANCE ASSISTANT (FINA)



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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 70 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.

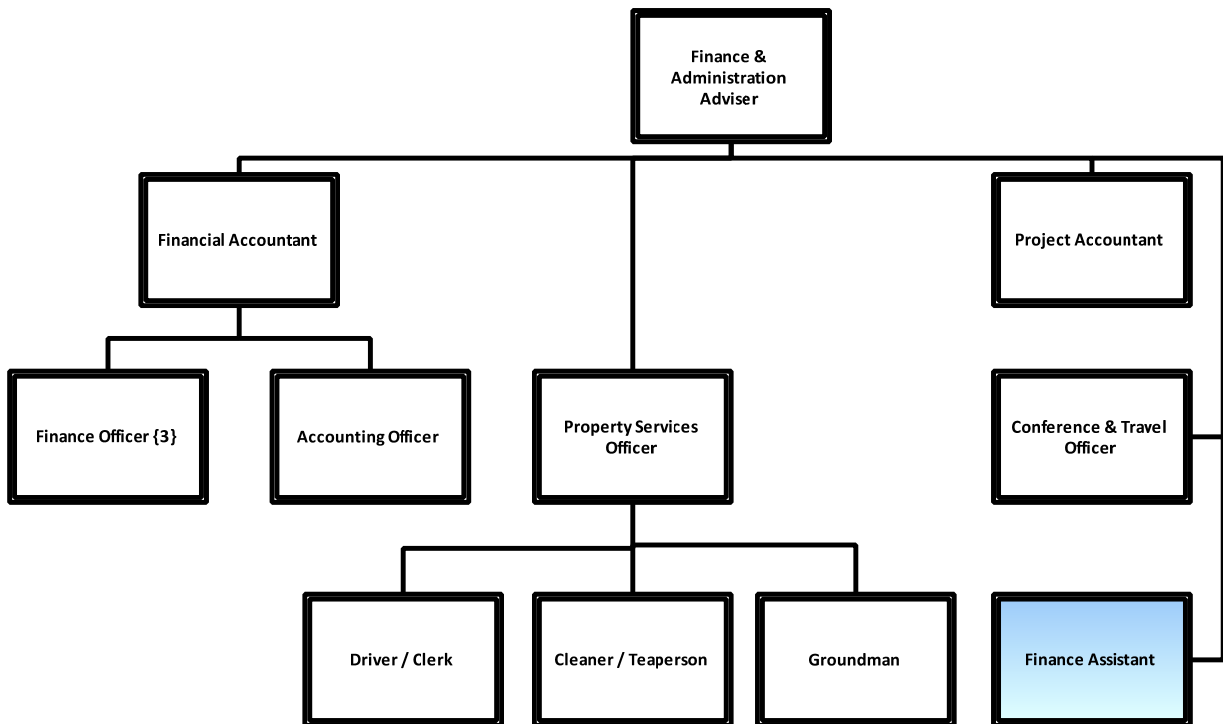
Corporate Services

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 and Communications & Outreach.

B. JOB DESCRIPTION

Job Title:	Finance Assistant (FINA)
Division:	Corporate Services
Programme:	Finance and Administration
Responsible To:	Finance and Administration Adviser (FAA)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide financial services and support as part of the Finance Team
Date:	February 2013

Organisation Context



Key Result Areas

The position of **Finance Assistant (FINA)** addresses the following Key Result Areas:

1. Banking Services
2. Filing
3. 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. Banking Services</p> <ol style="list-style-type: none"> a) Lodge daily banking, fortnightly and monthly payrolls with the banks. b) Uplift travellers cheques/bank drafts and foreign transfer sheets from the banks c) Pay out related payroll payments and office general services payments and obtain receipts for audit. 	<ul style="list-style-type: none"> • Banking is accurate and lodged promptly with clean audit opinion on banking services • Staff pay-out is available with the banks on due-dates. • Travellers cheques and bank drafts are available to travellers at least a day before they travel • All payroll-related payments are distributed on payroll date and receipts obtained. • All general services payments are paid out within required time frame with clean audit opinion on procedures.
<p>2. Filing;</p> <ol style="list-style-type: none"> a) File, store retrieve and safeguard all financial records and filing system. b) Attach receipts to payment vouchers and follow up acknowledgements of payments through telegraphic transfers c) Maintain register of all travel and financial request/incoming mails and distribute regularly to relevant staff for action 	<ul style="list-style-type: none"> • Financial records and filing system is properly managed with clean audit opinion on filings. • All payment vouchers have confirmation that funds had been received by intended recipient with clean audit opinion on procedures • Timely financial services and actions provided by finance staff
<p>3. General financial services;</p> <ol style="list-style-type: none"> a) Calculate travel incidental claims for all official travel, ensure valid supporting documents and raise requests for purchase orders b) Maintain a record of finance stationery and supplies and assist with Bulk Order purchases d) Assist Conference & Travel Officer (CTO) with travel arrangements, lodge visa applications and renewal of passports e) Assist Finance Officers (FOs) with raising requests for purchase orders, and processing payments f) Assist Divisional Assistants (DAs) with compilation of supporting documents for project financial reports g) Assist in the following areas: <ul style="list-style-type: none"> • Preparation of financial reports 	<ul style="list-style-type: none"> • Travel incidental related payments accurately calculated and paid out within required time frame and according to travel policy • Supplies available when needed • Finance team delivers high standard financial services and support of SPREP's programmes and approved work plans

<ul style="list-style-type: none"> • Reconciliation of banks and general ledger accounts • Responding to general financial queries from staff 	
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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:
<ul style="list-style-type: none"> • Ensure efficient financial procedures are maintained and implemented • Ensure 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"> • Bank Officials • Suppliers and Vendors • Public 	<ul style="list-style-type: none"> • Provide and receive information/answer queries/explain/assist/respond to correspondences
Internal <ul style="list-style-type: none"> • All Staff • Finance team 	<ul style="list-style-type: none"> • Report/team work/receive and provide financial input/clarify needs/support/respond to correspondences/explain

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • 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 Certificate / Diploma in Accounting / Finance or relevant discipline from a recognised institution

Knowledge / Experience**Essential**

2. At least 2 years experience in financial and accounting work
3. Demonstrated experience in computerised accounting systems, preferably ACCPAC, excel spreadsheets and Microsoft Office
4. Excellent communication and interpersonal skills, particularly in dealing with non-finance staff, regarding finance related issues.
5. Demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision;; monitor and evaluate work targets and demonstrates initiative to think outside the box
6. Excellent organisational, public relations and problem solving skills

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
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and procedures • Communication skills
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial system software • Corporate policies • Ability to work well with section colleagues and staff at all levels •
Awareness	<ul style="list-style-type: none"> • Work plan development and understanding • 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 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 & 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.

Grade: Appointment will be at Band 4 of SPREP's authorised salary scale for locally recruited staff.

Salary: The salary range for this position is from SAT\$15,600 to SAT\$23,400 per annum. **Starting salary will be based on the Secretariat's established remuneration guidelines.**

Term: Appointment is subject to a satisfactory medical examination, 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.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days). Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

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 Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director General, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 7 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 2 consecutive 3-year contracts, 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.

Definitions:

'Dependant' 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.

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 Finance Assistant (FINA)**” 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 Finance Assistant (FINA)**”

For further enquiries, the Assistant HR Officer can be contacted on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 22nd March 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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