



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

APPLICANT INFORMATION PACKAGE
FINANCE OFFICER – ACCOUNTS PAYABLE (FOAPA)



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 charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 100 staff and an annual budget of USD \$19 million in 2016.

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. This Plan is being reviewed in 2016.

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

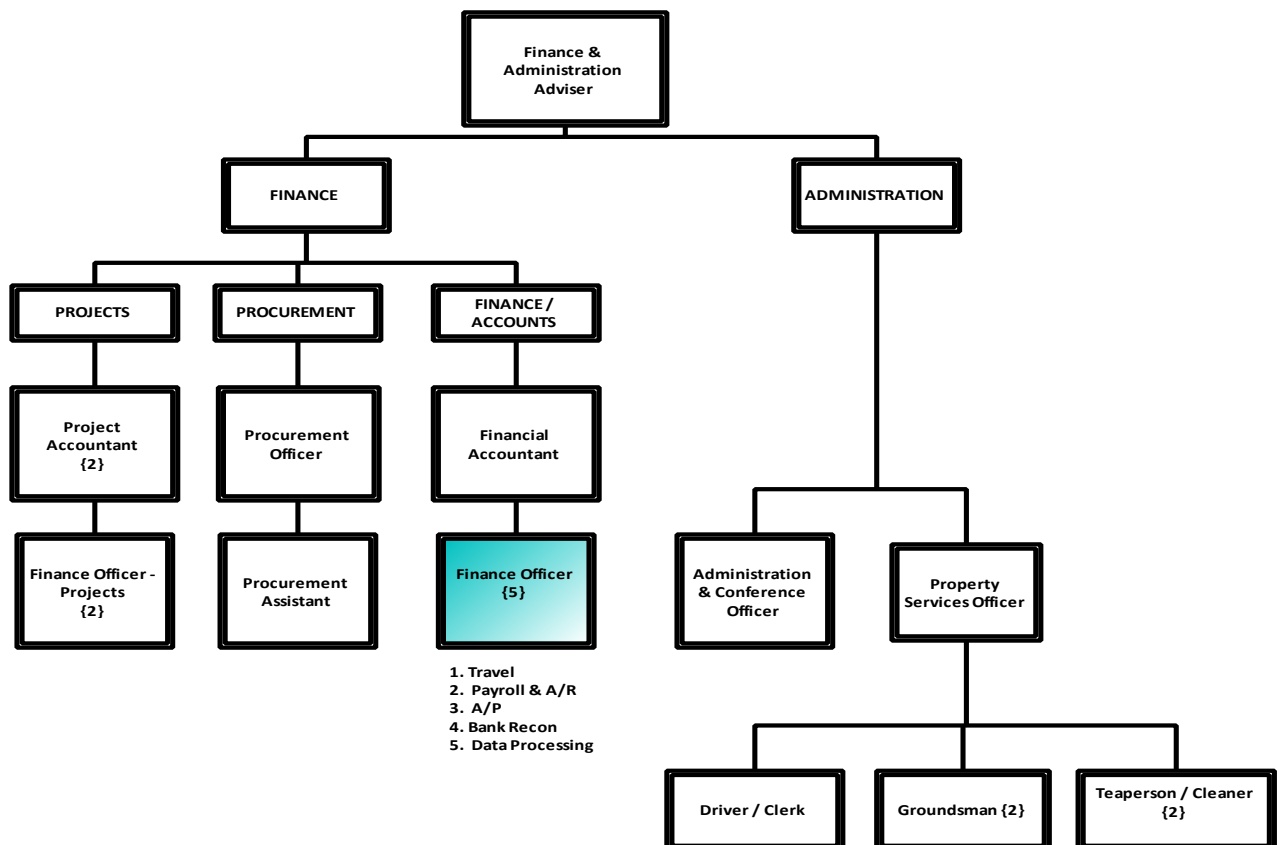
Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit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

the organisation's operations and governance procedures including risk management and internal controls.

B. JOB DESCRIPTION

Job Title:	Finance Officer – Accounts Payable (FOAPA)
Division:	Corporate Services
Team:	Finance and Administration
Responsible To:	Financial Accountant (FA)
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 2016

Organisation Context



Key Result Areas

The position of **Finance Officer – Accounts Payable (FOAPA)** addresses the following Key Result Areas:

1. Accounts Payable
2. Fixed Asset Management
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. Accounts Payable;</p> <ol style="list-style-type: none"> a) Run Goods Receipt report for payments to process and match invoices with purchase orders in the FMIS to ensure validity, accuracy and completeness b) Check codings before sending invoices for approval and transfer relevant supporting documents to Finance Officer - Data Processing for issuing cheques c) Reconcile the commitment listing on a monthly basis and distribute to relevant staff for certification and necessary adjustments. d) Perform the day to day data processing of all accounts payable transactions to ensure the finances are maintained in an effective, up to date and accurate manner e) Reconcile the Accounts Payable control monthly and make necessary adjustments. f) Maintain customer vendor information and update FMIS as and when required g) Verify data processing and cheque run payment transactions to the FMIS. 	<ul style="list-style-type: none"> • All Invoices including travel invoices for payments have relevant purchase orders and are correctly classified in the accounting system. • Supporting documents for requests for payments against purchase orders are verified and approved promptly. • Monthly Commitments are accurate and valid • Accounts payable operations are transparent with clean audit opinion on accounts payable procedures • Accounts payable monthly reconciliations are accurately prepared and completed by due date. • Vendor list regularly updated in the accounting system • All financial data are accurately coded and captured in the accounting system daily
<p>2. Fixed Asset Management</p> <ol style="list-style-type: none"> a) Maintain, update and reconcile the Fixed Asset Register with the general ledger on a monthly basis in collaboration with the Property Services Officer 	<ul style="list-style-type: none"> • The Fixed Asset register is accurate and up to date and information agree with the general ledger
<p>3. General financial services;</p> <ol style="list-style-type: none"> a) Provide support and assistance to other areas of Finance including Procurement, Projects, Administration & Conference, where necessary 	<ul style="list-style-type: none"> • Timely, relevant and reliable services, information and responses are provided • High standard of financial services and support is provided to SPREP's programmes and approved work plans • Finance work operates smoothly and efficiently

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 Plans.

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Ensure efficient account payable and other financial procedures are carried out in an effective and efficient manner • Ensure services and 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"> • Providing and receiving information/answer queries/explain/assistance/respond to correspondences
Internal <ul style="list-style-type: none"> • All Staff • Finance team 	<ul style="list-style-type: none"> • Reporting/team work/receiving and providing financial input/clarifying 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 Diploma in Accounting / Finance or relevant discipline (A Bachelor degree in a relevant discipline will be an advantage)

Knowledge / Experience

Essential

2. At least 3 years experience in financial and accounting work
3. Sound knowledge and understanding of Finance and Accounting processes including experience in computerised accounting systems, excel spreadsheets and Microsoft Office as well as providing analysis and reporting and appreciation of policies, systems, processes and databases
4. Shows initiative to think outside the box as well as demonstrated knowledge of good practices and emerging issues in finance and accounting work in the Pacific islands region
5. Excellent written and verbal communication skills including high level of presentation of financial and accounting information as well as excellent administrative, inter-personal and problem solving skills and ability to exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
6. Demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision as well as ability to monitor and evaluate work targets
7. Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people, 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">• Financial and accounting knowledge• Financial policies and procedures• Project funding and requirements• Communication and public relations skills• Ability to respond and work well with others
Advanced level	<ul style="list-style-type: none">• Analytical skills• Dealing with sensitive and confidential information
Working Knowledge	<ul style="list-style-type: none">• Accounting practices• Financial system software• Corporate policies
Awareness	<ul style="list-style-type: none">• SPREP Strategic Plan• 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.

Salary: Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be in the range of SAT\$26,654 to SAT\$29,986 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.

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).

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: 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.

Transport: Transport from and to central Apia before and after work is provided.

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.

D. 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 Officer – Accounts Payable (FOAPA)**” 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 Officer – Accounts Payable (FOAPA)**”

For further enquiries, contact Ms Christine Purcell, Assistant HR Officer, on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 3 June 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
