



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

APPLICANT INFORMATION PACKAGE  
**FINANCE OFFICER (FO)**



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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 90 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.

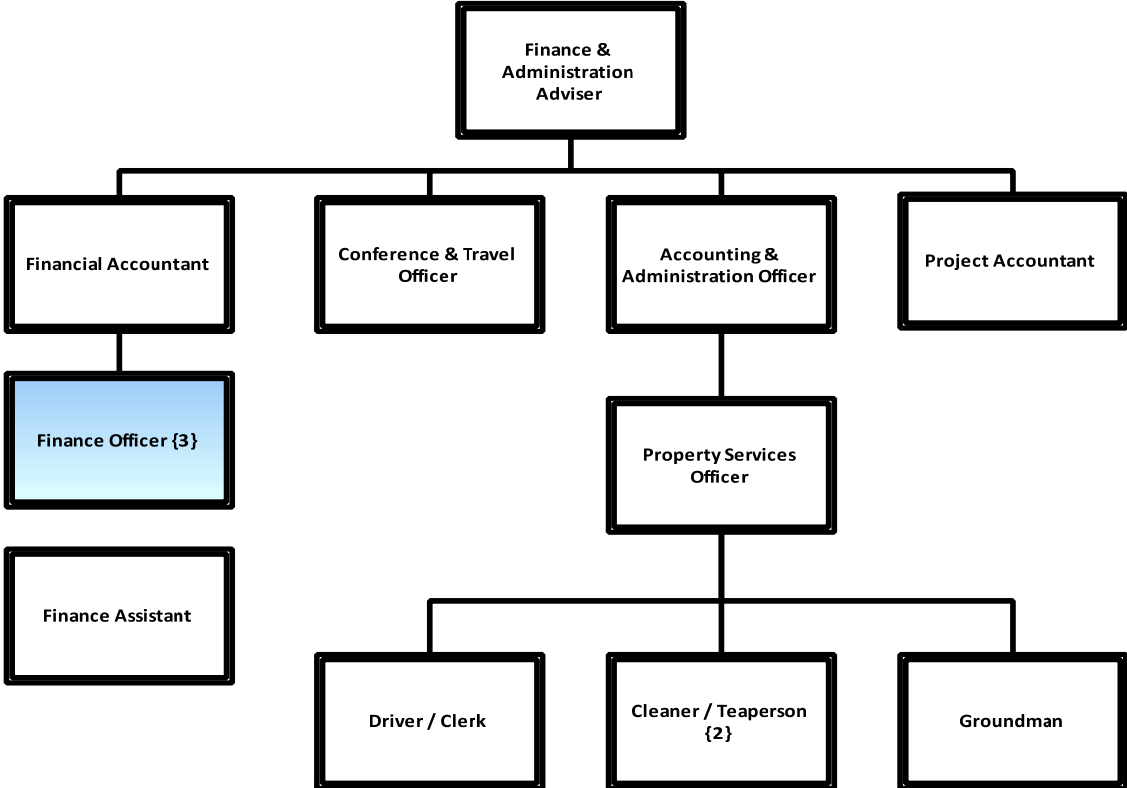
### Corporate Services

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>	Finance Officer (FO)
<b>Division:</b>	Corporate Services
<b>Programme:</b>	Finance and Administration
<b>Responsible To:</b>	Financial Accountant (FA)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Provide financial services and support as part of the Finance team</li> </ul>
<b>Date:</b>	November 2013

### Organisation Context



## Key Result Areas

The position of **Finance Officer (FO)** addresses the following Key Result Areas:

1. Accounts Payable
2. Payroll
3. Accounting System
4. Accounts Receivable
5. General financial services

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>1. Accounts Payable;</b></p> <ol style="list-style-type: none"> <li>a) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders</li> <li>b) Calculate per diems for all official travel based on approved itineraries and prepare requests for payments</li> <li>c) 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</li> <li>d) Record all cheques/bank telegraphic transfers and prepare cheques, distribute payments and advise payees of bank transfers</li> <li>e) Maintain customer vendor relations and update vendor files.</li> <li>f) Prepare monthly reconciliation of accounts payable accounts</li> </ol>	<ul style="list-style-type: none"> <li>• Purchase orders are issued on a timely basis and correctly classified in the accounting system.</li> <li>• Supporting documents for requests for purchase orders are verified.</li> <li>• Per diems and travel related payments accurately calculated within required time frame and according to travel policy</li> <li>• Accounts payable operations are transparent with clean audit opinion on accounts payable procedures</li> <li>• All cheques are distributed on time and all bank telegraphic transfers are acknowledged with clean audit opinion on procedures</li> <li>• Vendor list regularly updated in the accounting system</li> <li>• Accounts payable reconciliations are accurately prepared and completed by due date</li> </ul>
<p><b>2. Payroll;</b></p> <ol style="list-style-type: none"> <li>a) Verify pay amounts, hours of work, and deductions, and calculate monthly and fortnightly salaries</li> <li>b) Prepare and remit pay cheques to banks and source deductions, and payroll tax</li> <li>c) Verify coding and analyse pay sheets for data entry of payroll information into the accounting system</li> <li>d) Consolidate and reconcile payroll data to the ACCPAC accounting system on a monthly basis</li> <li>e) Maintain confidential employee files</li> </ol>	<ul style="list-style-type: none"> <li>• Accurate, complete and timely payrolls are prepared in compliance with policies and procedures and relevant statutory requirements</li> <li>• Superannuation, tax and other legislative payroll requirements are fulfilled</li> <li>• Payroll information are correctly coded according to chart of accounts, and captured in the accounting system in a timely manner</li> <li>• Monthly payroll reconciliations are accurately prepared in a timely manner</li> <li>• Records for employees are kept confidential and are in order for auditing at any time</li> </ul>
<p><b>3. Accounting system;</b></p> <ol style="list-style-type: none"> <li>a) Enter all payments and financial transactions on to the ACCPAC accounting system</li> <li>b) Verify account codes and supporting documents on all request for payments to ensure validity, accuracy and completeness</li> </ol>	<ul style="list-style-type: none"> <li>• All financial data are accurately captured in the accounting system on a daily basis</li> <li>• All financial postings are timely and correctly coded according to the Chart of Accounts</li> <li>• Supporting documents for requests for payments</li> </ul>

<ul style="list-style-type: none"> <li>c) Prepare cheques and bank authority requests, submit them to the bank and do follow ups</li> <li>f) Analyse and code internet and telephone monthly bills and inform staff and tenants of charges</li> <li>d) Perform monthly reconciliations of the general ledger clearing accounts</li> </ul>	<p>are verified</p> <ul style="list-style-type: none"> <li>• All payments are available as needed</li> <li>• Internet and telephone charges are correctly and timely analysed and users are informed of charges accordingly</li> <li>• General ledger clearing accounts are reconciled on a complete, accurate and timely basis</li> </ul>
<p><b>4. Accounts Receivable;</b></p> <ul style="list-style-type: none"> <li>e) Record various combination of receipts that include cash, travellers cheques and direct bank transfers into the ACCPAC accounting system and issue receipts</li> <li>f) Balance cash/cheques received and total receipts issued and prepare lodgements with the banks daily</li> <li>g) Maintain a filing system for all receipts related documents</li> <li>h) Prepare acknowledgement letters for member contributions and all funds received</li> </ul>	<ul style="list-style-type: none"> <li>• All receipts are accurately issued, coded according to the Chart of Accounts and timely recorded in the accounting system</li> <li>• All monies received are accounted for, and banked daily and intact</li> <li>• Source and receipts related documents are properly filed and available at any time for audit</li> <li>• All member contributions and donor funds acknowledged by Finance and Administration Adviser in a timely manner</li> </ul>
<p><b>5. General financial services;</b></p> <ul style="list-style-type: none"> <li>a) Provide support to the Financial Accountant on the procurement function in terms of query resolution</li> <li>b) Provide support to the Project Accountant on the preparation of financial reports according to the project documents</li> <li>c) Assist in the following areas: <ul style="list-style-type: none"> <li>• Preparation of financial reports</li> <li>• Reconciliation of banks and general ledger accounts</li> <li>• Responding to general financial queries from staff and the public</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Timely, relevant and reliable information and responses are provided</li> <li>• Finance team delivers high standard financial services and support of 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**

<p><b>Most challenging duties typically undertaken:</b></p>
<ul style="list-style-type: none"> <li>• Ensure efficient financial procedures are maintained and or implemented</li> <li>• Ensure payments are processed within tight deadlines</li> </ul>

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <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>• Providing and receiving information/answer queries/explain/assistance/respond to correspondences</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• All Staff</li> <li>• Finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting/team work/receiving and providing financial input/clarifying needs/support/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 Certificate/Diploma in Accounting / Finance or relevant discipline from a recognised institution

### Knowledge / Experience

#### Essential

2. At least 3 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 as well as ability to monitor and evaluate work targets with initiative to think outside the box
6. Excellent organisational, public relations and problem solving skills
7. Demonstrated ability to work 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"> <li>Financial and accounting knowledge</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Analytical skills</li> <li>Understanding of financial policies and procedures</li> <li>Communication skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>Accounting practices</li> <li>Financial system software</li> <li>Corporate policies</li> <li>Ability to work well with section colleagues and staff at all levels</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Work plan development and understanding</li> <li>SPREP Annual Work Programme and Budget</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

## 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.

**Band:** Appointment will be at Band 6 of SPREP's authorised salary scale for support staff.

**Salary:** The basic salary range for this position is from SAT\$25,385 to SAT\$38,077. 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.

**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.

**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**” 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 Finance Officer**”

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

**Closing date: Friday, 6th December 2013:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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