



*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 region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

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 20 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

PROGRAMMES

The SPREP Strategic priorities are delivered through four directorates:

- **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 directorates work in an integrated way and will be increasingly involved in joint programme and project development and implementation

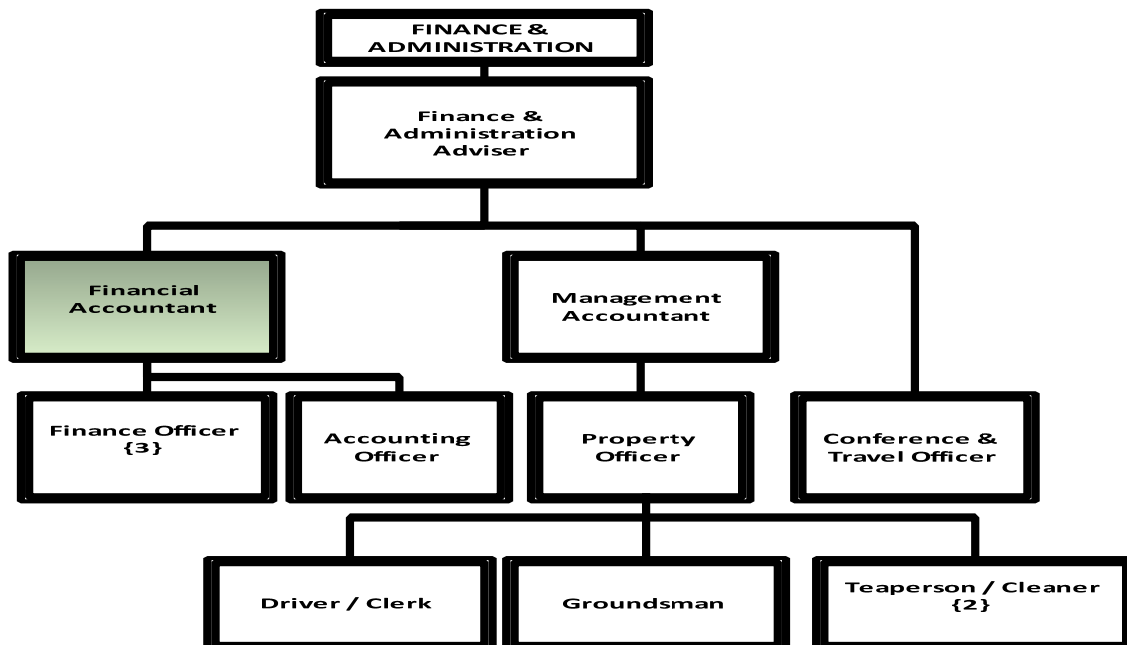
CORPORATE SERVICES

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:	Financial Accountant (FA)
Programme:	Corporate Services
Group / Team:	Finance & Administration
Responsible To:	Finance and Administration Adviser
Responsible For: (Total number of staff)	4 staff (directs)
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Oversee all project financial and accounting requirements • Provide financial advice to Programme officers on project management and donor requirements • Monitor the cash flow and financial records for all bank accounts for accuracy
Date:	November 2011

Organisation Context



Key Result Areas

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

1. Project Financial Management
2. Project Monitoring and Reporting
3. General financial services
4. Staff management and supervision

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project Financial Management</p> <ol style="list-style-type: none"> a) Develop and manage appropriate financial accounting records for projects and programmes b) Manage programme support charges due to the secretariat including the recording, collection and write off of irrecoverable amounts c) Verify and approve project payment transactions and ensure they are correctly classified and supported by appropriate source documents d) Advise Programme Officers regularly on financial status of the projects and ensure funding availability for project/programme activities e) Review and perform Donor/Projects Reconciliations 	<ul style="list-style-type: none"> • Clean audit opinion on internal controls and financial procedures is achieved • Programme support charges are correctly and timely recorded, collected and accounted for in accordance with policies and procedures • Payments are valid, correctly classified and supported by appropriate source documentation and that funds are available to ensure programme delivery • Programme Officers receive routine feedback on financial data quality to build their capacity to report on financial use and efficiencies • Half yearly and annual reconciliations are prepared and reconciled to the general ledger in accordance with audit requirements
<p>2. Monitoring and Reporting;</p> <ol style="list-style-type: none"> a) Prepare quarterly, six monthly and annual financial statements, and supporting documents for projects and programmes, to be consistent with donors and SPREP's procedural and reporting requirements; b) Attend to Project Officers' queries regarding projects and programme budgets and project proposals. c) Provide 'ad hoc' management and financial information and reports, as and when required internally by Management and Officers; d) Compile monthly performance output reports against budgets and analyse and interpret data in order to provide financial management information for decision making 	<ul style="list-style-type: none"> • Project and Programmes financial reports are accurate and provided in a timely manner and • Donor financial requirements are effectively met • Timely responses with relevant and reliable information are provided • Management and Programme Officers have access to accurate and timely relevant financial information • Timely, relevant and reliable financial information is provided for decision making
<p>3. General financial services;</p> <ol style="list-style-type: none"> a) Prepare and monitor monthly cash flow 	<ul style="list-style-type: none"> • A clean audit opinion on internal controls for

<p>and approve the accuracy of bank reconciliations</p> <p>b) Assist the Finance & Administration Adviser in the following;</p> <ul style="list-style-type: none"> - Supervise Finance & Administration section; - Coordinate and monitor processes for Finance & Administration staff; - Compile SPREP's work programme and budget; - Reconcile general ledger accounts; - Prepare annual financial accounts for audit; - Update the Accpac financial system; - Maintain and update the chart of accounts; - Train and update staff on the financial system; - Deal with banks; <p>c) Relieve the Finance & Administration Adviser in the discharge of his/her duties when necessary</p>	<p>bank accounts is achieved</p> <ul style="list-style-type: none"> • 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
<p>4. Staff supervision</p> <p>a) Manage and supervise relevant staff</p> <p>b) Develop and ensure all Performance Development Plans for relevant staff are in place, implemented and assessed according to the Secretariat's Performance Development System</p> <p>c) Provide relevant reports and advice in relation to supervised staff</p>	<ul style="list-style-type: none"> • Staff requirements are met • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System • Staff issues and relevant reports are addressed

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 manager as part of the performance development process.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> • Managing all aspects of the PACC, PIGGAREP and all other projects' funding • Training of project managers

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • Donors / Partners 	<ul style="list-style-type: none"> • Advice and assistance • Consultations • Collaborative discussions and financial and technical support
<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff 	<ul style="list-style-type: none"> • Advice and support • Advise and reporting • Supervision and support

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Manages and has oversight of all the project budgets and finances • 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 in a financial or project accountant role with demonstrated ability to provide project financial reports to meet tight deadlines (Experience in project and

donor fund management in the Pacific region would be an advantage).
3. Proven experience in Microsoft Office, spreadsheet applications and computerized accounting systems, preferably ACCPAC and/or PayGlobal, with sound knowledge of Performance Based Output Budgeting systems
4. Demonstrated financial analytical skills and ability to establish and implement work plans towards delivering outputs.
5. Excellent written and verbal communication skills as well as proven experience of high level collaboration with donors and partners and the capacity to build and maintain effective relationships with a diverse group of people;
6. Good knowledge of the Pacific Islands region and emerging financial and project management issues and challenges
7. Demonstrated ability to supervise and work with teams in a multi-cultural and multi-disciplinary 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 • Projects financial reporting • Work programme planning, and budgeting • Competency in appropriate computerized accounting systems • Teamwork in an interdisciplinary and multi-cultural environment
Advanced level	<ul style="list-style-type: none"> • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • 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 and will be in the range of SDR25,597 to 38,395. Currently, the equivalent in Samoan Tala is SAT\$96,153 (USD\$40,743) to SAT\$144,227 (USD\$61,113) per annum. Starting salary will be based on the Secretariat's established remuneration guidelines.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,541 – 5,835 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,228) to SAT\$21,919 (USD\$9,288). 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: Professional staff salaries and appropriate allowances 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\$2.36

Term: For those 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 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.

For staff recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Apia, 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\$4,132 (USD\$1,751).

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 recognized 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 professional 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\$6,610) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,831) per annum per family of 3 or more eligible children.

Housing Assistance: Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 (USD\$906) 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\$1,017) 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, family (compassionate and paternity) and special

(without pay) leave.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

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, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, 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 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.

'Expatriate' means a professional staff member, not a citizen or permanent resident of Samoa, 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**” and send to recruitment@sprep.org (***Most preferred option***) OR
- b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685) 20231 and clearly marked “**Application for Financial Accountant**”

All enquiries to be directed to the HR Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 2nd December 2011 (Samoan Time): Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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