



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

APPLICANT INFORMATION PACKAGE
FINANCE OFFICER - TRAVEL (FOTRA), Re-advertisement



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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 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.

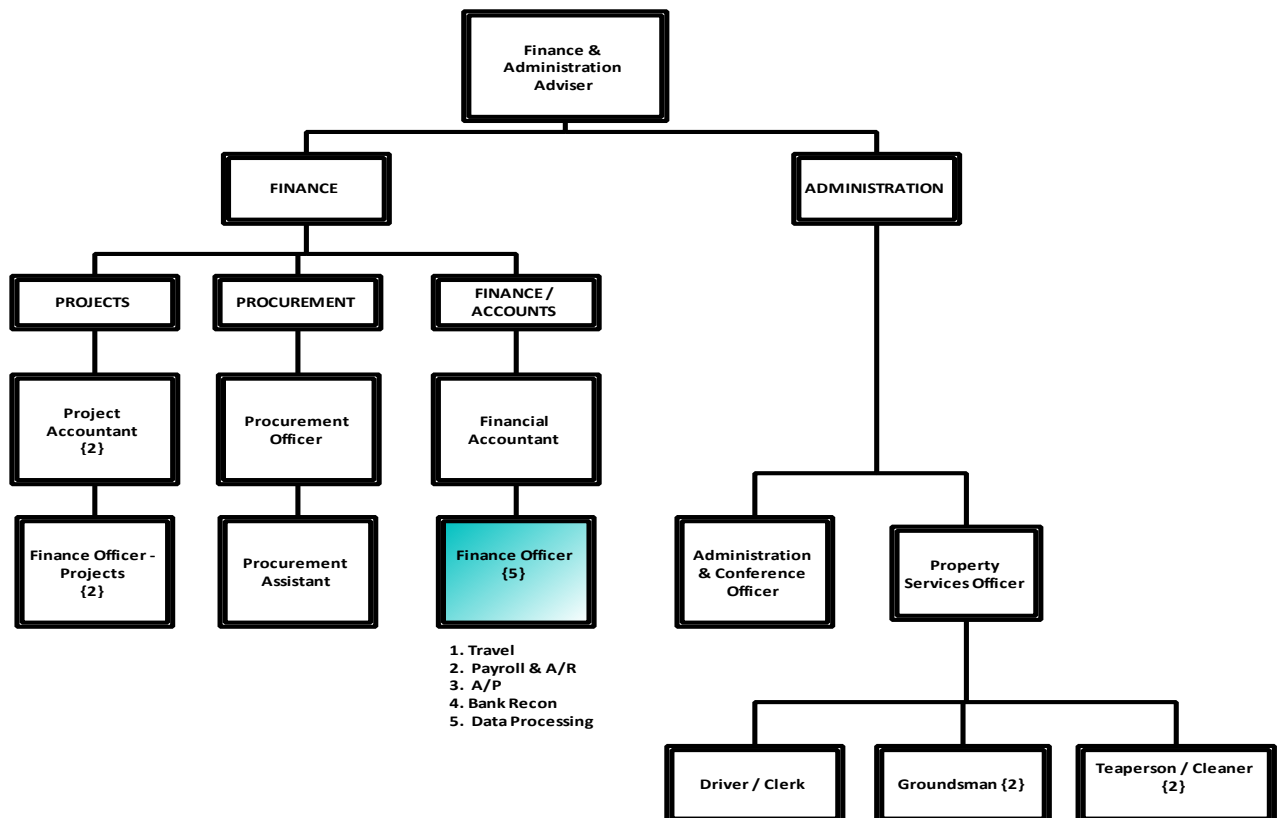
Corporate Services & Internal Audit

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 - Travel (FOTRA)
Division:	Corporate Services
Team:	Finance and Administration
Responsible To:	Financial Accountant
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide financial travel services and support as part of the Finance team
Date:	February 2016

Organisation Context



Key Result Areas

The position of **Finance Officer - Travel (FOTRA)** addresses the following Key Result Areas:

1. Travel process
2. Travel services
3. Travel payments
4. 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. Travel process</p> <ol style="list-style-type: none"> a) Check and analyse travel submissions and requests and ensure they comply with Travel policy before release of Purchase Orders b) Provide regular update to staff through information sessions on the travel related process and essential information c) Provide quarterly summary of travel to the Financial Accountant (FA) and Finance & Administration Adviser (FAA) and provide regular advice on key travel issues 	<ul style="list-style-type: none"> • Travel analysis is carried out on a timely basis and improves efficiency in travel process and expenditures • Updates on travel processes are provided on a regular basis • Quarterly travel summaries are provided to the FA and FAA for reporting purposes
<p>2. Travel services</p> <ol style="list-style-type: none"> a) Check and ensure all official and staff travel requirements are in order and processed in a timely manner e.g. visa applications, passport validity, in collaboration with the Administration & Conference Officer etc b) Provide regular reports to the FA and FAA on all policy and process compliance issues and recommend ways for continuous improvement 	<ul style="list-style-type: none"> • All official travel complies with the Travel Policy and are arranged on a timely basis and within allocated budget • The FA and FAA are updated regularly on key travel issues and ways to continuously improve the travel process
<p>3. Travel Payments</p> <ol style="list-style-type: none"> a) Process travel tickets and other financial travel requirements well ahead of travel time through information on FMIS b) Calculate per diems and travel incidental claims for all official travel, ensure valid supporting documents c) Establish and maintain a system for monitoring all travel per diems to ensure per diems are available before staff and participants travel d) Process and file all valid and relevant travel claims with travel insurance company e) Maintain a list of unused/cancelled travel and arrange refunds with travel agent f) Ensure all travel records are maintained and secured 	<ul style="list-style-type: none"> • All essential travel documentation and financial requirements are completed and arranged on time and communicated clearly to staff and stakeholders • Proper documentation are available for travel per diems and correctly calculated • Travel per diems and incidental related payments accurately calculated and paid out within required time frame and according to travel policy • Insurance claims are filed promptly • Payments and reconciliation of all financial travel requirements are completed on time • Clean audit opinion received on procedures and internal controls
<p>4. General financial services;</p> <ol style="list-style-type: none"> a) Provide support and assistance to other 	<ul style="list-style-type: none"> • Timely, relevant and reliable services,

Jobholder is accountable for	Jobholder is successful when
areas of Finance including Procurement, Projects, Administration & Conference, where necessary	information and responses are provided <ul style="list-style-type: none"> • 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:

- Ensuring compliance with policy versus flexibility to individual situations
- Ensuring up-to-date and relevant information is provided to staff on travel process issues
- Managing late travel requests
- Providing the best possible cost-effective travel option
- Ensuring per diems are available before staff travels

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Official contacts of Member countries • Travel Agents / Accommodation partners • CROP counterparts 	<ul style="list-style-type: none"> • Negotiation / liaising • Giving/receiving information • Facilitating/responding to correspondences
Internal <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff 	<ul style="list-style-type: none"> • Advice and support • Reporting/providing and receiving information • facilitation / responding to correspondences • Providing assistance

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 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 with knowledge and experience of travel processes and operations
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. Demonstrated knowledge of good practices and emerging issues in finance and accounting work as well as travel in the Pacific islands region
5. Excellent verbal and written communication skills as well as high level of presentation of financial and accounting information, with excellent administrative and inter-personal skills
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; problem solving skills 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 judgment, 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"> • Financial and accounting knowledge • Travel policies and processes • Communication and public relations skills • Ability to respond and work well with others •
Advanced level	<ul style="list-style-type: none"> • Advisory and 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.

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 Officer – Travel (FOTRA)**” 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 - Travel (FOTRA)**”

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

Closing date: Friday, 8th April 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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