



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

APPLICANT INFORMATION PACKAGE
FINANCE ASSISTANT - PACC & PIGGAREP (FAPP)
Temporary Employment Opportunity



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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 \$22 million in 2014.

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.

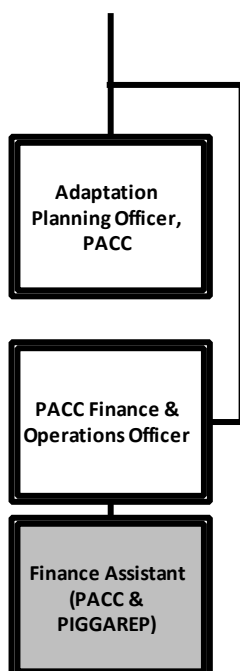
Corporate Services & Internal Audit

- 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 Assistant (PACC & PIGGAREP)
Programme:	Pacific Adaptation to Climate Change (PACC) & Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP)
Group / Team:	Climate Change Division
Responsible to:	PACC Finance & Operations Officer
Responsible For: (Total number of staff)	N/A
Job Purpose:	This position exists to: Provide financial & programming assistance for PACC & PIGGAREP ensuring compliance and timely submission of reports.
Date:	April 2014

Organisation Context



Key Result Areas

The **Finance Assistant - PACC & PIGGAREP (FAPP)** addresses the following Key Result Areas:

1. Compliance and Reporting
2. Accounting & Audit
3. General Administration & Programming Assistance

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Compliance and Reporting</p> <ul style="list-style-type: none"> • Assist in compiling Financial Information for all participating countries under PACC (14 countries) & PIGGAREP (programme) • Ensure countries submit reports within the set SPREP deadline for PACC & PIGGAREP. • Assist in reviewing financial reports received from countries • Assist in compiling and submitting consolidated quarterly financial reports within UNDP Deadline for PACC & PIGGAREP. 	<ul style="list-style-type: none"> • All countries quarterly information is collected within the deadline and maintained in the common drive • The Quarterly Financial Reports from all participating countries are received with supporting documents and ledger listings • All Funding Authorisation & Certification of Expenditure (FACE) Form from countries are reviewed, finalised and signed • Country specific data on funding utilization is updated and maintained under common drive. • Consolidated FACE form for PACC & PIGGAREP submitted and approved within the set UNDP deadline
<p>2. Accounting and Auditing</p> <ul style="list-style-type: none"> • Assist in reviewing charges against account code • Assist in Reconciliation of expenditures • Assist in compiling Auditing information for PACC & PIGGAREP compiled • Assist in facilitation and completion of audit within the set deadline 	<ul style="list-style-type: none"> • Trial Balance for PACC & PIGGAREP is accurate and error free. • Classification of expenses are accurate and correctly classified under the respective outcome • ACCPAC data reconciles with funds disbursed to countries against funds received from UNDP • The following information is compiled for Audit: <ol style="list-style-type: none"> 1. Country Information 2. FACE Forms (Financial Reports) Reported to IA (UNDP) 3. Reconciliation of ACCPAC with FACE forms 4. Payment Vouchers, Countries and SPREP 5. Advance Vouchers and FACE forms reported by Countries 6. Asset listings from all Countries and Consolidation as one. 7. Prior Year Action Plan submission 8. Country Ledger

	<p>9. Statement of Cash Position 10. Narrative Progressive Reports 11. Audit for PACC & PIGGAREP is completed and final report ready before 30th April.</p>
<p>3. General Administration and Programming Assistance</p> <ul style="list-style-type: none"> • Raise Request for payment • Raise Request for Purchase Order • File Country Vouchers & Information • Assist in compiling information both Financial and Programming for final Multipartite Review scheduled in May (both PACC & PIGGAREP, back to back). • Assist in Archiving PACC & PIGGAREP information, data and documents for Terminal Evaluation. • Assist in any programme related matters as and when required • Perform day to day administration and financial services as and when requested • Provide assistance on any other tasks necessary to support the RPMU for both projects 	<ul style="list-style-type: none"> • RFPs & RPOs are raised and submitted in time • All project related documents are filed systematically • Financial Reports, Programme Documents, Country Documents & all relevant information for MPR Agenda are gathered and saved under the common drive • All MPR documents are uploaded to the PACC website under 2014 MPR • All Final Terminal Review information & documents are filed systematically under a new Archiving Structure • Administration and Operational functions are performed and executed in a timely manner

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 Plan.

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"> • Project management units in country • Suppliers and vendors • Public 	<ul style="list-style-type: none"> • Providing and receiving information • Answer queries , seek information, discuss, respond to correspondences
<p>Internal</p> <ul style="list-style-type: none"> • Finance Division • All Staff 	<ul style="list-style-type: none"> • Reconciliation • Discussion, clarification, reporting

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. Minimum qualification of Diploma or Degree in Accounting or Financial Management

Knowledge / Experience

Essential

2. Knowledge and understanding of finance work or project finance
3. Willingness to take on a temporary role as part of their professional development and capability building

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 and Conditions

Duty Station: Apia, Samoa.

Duration: This is a temporary assignment - 6 months only.

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

Salary: The base salary for this position is SAT\$26,654 per annum.

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

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 - PACC & PIGGAREP (FAPP)**” 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 - PACC & PIGGAREP (FAPP)**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 11th April 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
