

The Pacific Community (SPC) invites applications for the position of **Team Leader – Finance** located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The vision of the **Educational Quality and Assessment Programme (EQAP)** is to be 'The agency for educational quality in the Pacific region'. Its mission is to enhance the quality of education and training for Pacific learners so they realise the benefits of lifelong learning. EQAP seeks to promote the following core values within the context of SPC's corporate values:

- a culture of quality;
- a culture of continuous improvement;
- cultural and political sensitivity;
- respect for the autonomy and priorities of the education system in each Pacific Island country and territory (PICTs); and
- assimilation of the expressed needs of countries in its delivery of technical services.

The Pacific Regional Education Framework (PacREF) is a 12-year design agreed to by the Forum Education Ministers to direct education priorities across the region. Under the Student Outcomes and Wellbeing policy theme, a regional lower secondary assessment that is responsive to regional priorities and provides quality data for policy decisions, intervention and reporting is proposed.

The role – **Team Leader – Finance** is responsible for the provision of reliable and accurate financial management & auditing of all program financials for the EQAP program. This role will also interact with the programme staff SPC Corporate services teams and with donor agencies.

The key responsibilities of the role include:

- Financial management
- Training and knowledge management
- Coordination of the EQAP administration
- Team performance and leadership

For a more detailed account of the key responsibilities, please refer to the job description provided.

Key selection criteria

Qualifications

- Degree in accounting or financial management
- Member of Professional Accounting body

Knowledge and experience

- At least 5 years relevant work experience in finance and budget management, including donor project reporting
- Previous experience working in a senior financial management position for an international organisation
- Strong understanding and experience in use of computerised accounting systems
- Experience supervising managing and training of staff
- Experience in designing and running training courses in finance, budget management and financial management systems

Essential skills

- Demonstrated ability to work autonomously but with a passion for mentoring and capacity building whilst fostering and promoting a positive and collaborative team environment
- Understanding of database fundamentals
- Demonstrated ability to use initiative
- Strong numeric skills, advanced excel spreadsheet skills including macros, and effectively used a recognised accounting package for generation of financial reports
- Excellent PC based computer skills, preferably with current Microsoft Word, Excel, Outlook, Projects, PowerPoint and Access

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment

Salary, terms and conditions

Contract Duration – 3 years

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – The **Team Leader – Finance** is a Band 10 position in SPC's 2021 salary scale, with a starting salary range of 2,512–3,140 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,586–9,483 (USD 3,492–4,364; EUR 3,081–3,852). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**.

Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

Application procedure

Closing Date – 18 July 2021 at 11:45pm Fiji time

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume
- contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

Applicants should not attach copies of qualifications or letters of reference. These documents may be requested at a later stage.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to the Fijian Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

Please ensure that you respond to all the screening questions. If you do not respond to the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening Questions:

1. Based on your experience with donor-funded, complex multi-country projects, identify and explain three key financial management lessons learnt that would assist you in this role.
2. In your view, what role do finance and procurement play in the management of an organisation or division and why is this important to the organisation or division?
3. Based on your experience, what particular challenges do you foresee in reshaping existing financial and business process procedures and implementing change successfully? And how would you address those challenges?