

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Financial Planning and Analysis Manager** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

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 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the Financial Planning and Analysis Manager will have the following **key responsibilities**:

Leadership & Team management

- Ensure corporate requirements are met individually and as a team including the performance planning and assessment cycle and the requirements of finance, audit, and risk reporting.
- Manage staff performance and ensures consistency.
- Conduct fair, consistent, timely performance planning and review meetings and encourages open communication and create a positive work environment.

Coordination and management

- Provide high quality advice and assistance to division directors and divisional finance team leaders and staff to facilitate decision making.
- Coordinate with finance sections in other locations.
- Contribute to the effective and efficient delivery of finance services to the whole organisation.
- Back up the Finance manager when required to ensure finance processing services meet client delivery standards.
- Work with other finance team members to improve processes and internal controls.
- Work closely with other senior finance members on risk mitigation policies and measures.

Support to Finance Director

- Lead the development and writing of papers for ARC.
- Provide support and coordination with the Internal Audit function.
- Assist the Director to coordinate and manage any issues he deems appropriate to delegate, develop the Finance agenda, research and write finance papers for the Directors Forum / SLT.

Budget processes and analyses

- Ensure the efficiency and accuracy of the budget process to enable the organisation to make strategic decisions.
- Develop predictive modelling for strategic finance and budgeting purposes.
- Develop a rolling forecast approach and support the establishment of a quarterly finance committee with SLT.
- Lead the preparation and review of annual corporate budgets, and other budgetary analysis and financial forecasts.
- Lead the full cost recovery (FCR) process and ensure that it matches with SPC's evolving needs.
- Variances vs. budgets are monitored and main stakeholders are informed.

Treasury and investment management

- Lead the management of treasury functions to effectively manage investments, foreign currency holdings, hedging and cash flows.
- Assist the Finance Director in the assessment of new investments, including for Facilities.
- Develop funding plans.
- Monitor SPC's assets (inventories, controls, procedures etc...).

Financial systems development and maintenance

- Review the adequacy of current systems to meet expectations on an ongoing basis.
- Develop systems improvement plans as required.

Other general

- Monitor, evaluate and report on environmental factors that impact corporate decision-making processes.

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

Key selection criteria

Qualifications

- Masters in accounting, business administration or similar financial management qualification.

Technical expertise

- Have at least 12 years of experience in accounting or financial controlling.
- Management role in an organisation with advanced accounting and management information systems.
- Sound experience in leading teams, affinity for teamwork, and taking the initiative.
- Strong client focus with high level of responsiveness and demonstrated performance in delivering outputs.

Language skills

- Excellent English language both spoken and written.

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Financial Planning and Analysis Manager** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,792-5,894 per month, which converts to approximately XPF 725,912-892,813 (USD 6,421-7,898; EUR 6,083-7,482). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. 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 private policy.

Application procedure

Closing date: 2 April 2023 – 11:00 pm (Noumea time)

Job Reference: SH000283

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

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):

1. What is your experience in term of team management in multicultural, matrixial and remote contexts?
2. What is your experience in term of implementing and using "Business Intelligence" IT tools? Which tools have you used and in which context?
3. What are the key challenges for an organisation such as SPC to ensure its long-term financial sustainability?