

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

*The Pacific Community (SPC) invites applications for the position of **Finance Team Leader** within its Climate Change and Environmental Sustainability Programme. 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 **Climate Change and Environmental Sustainability Programme (CCES)** was established to enable SPC to strengthen and streamline its actions on climate change by bringing together work already undertaken by the organisation under a coherent strategic and technical leadership. In addition, it leads the actions of SPC on climate change and environmental sustainability, works with the Organisation's regional and international partners and promotes the integration of these issues into all development activities conducted by the Organisation's divisions.

**The role** – the **Finance Team Leader** ensures the sound financial administration and management for the Climate Change Flagship Programme, ensuring all SPC procurement, travel and financial policies and guidelines are complied with and supporting documents are archived. The finance team leader supports the implementation of the shared services vision in the division which supports a new way of working through collaboration between central finance and divisions.

**The key responsibilities of the role include the following:**

### Shared Services in the division

- Lead the SPC Finance and Procurement shared services agenda within the division in close collaboration with the central finance team.
- Work closely with finance team leaders in other divisions, and in collaboration with the finance managers.

### Financial planning, monitoring, and reporting for climate change flagship programme

- Lead in all aspects of financial management in the division, including budgeting and forecasting, monitoring of project executions, pipeline projects, financial analysis, and reporting.
- Support audit exercises or due diligence probes led by finance in central, donors, partner organisations or internal auditors.
- Ensure financial accounting systems for project and operations are maintained.

### Divisional, project and programme financial administration support

- Provide appropriate coordinated support to divisional staff, working across programme areas on donor requirements in programme planning, delivery, and financial administration of all donor-funded projects.
- Liaise with project team leaders, development partners and donors to ensure project or division administration staff maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.
- Liaise with development and implementing partners at planning stage on financial agreements to ensure they meet all SPC financial requirements with supporting documentation.

### Compliance, risk management and business processes

- Oversee and ensure appropriate systems and internal controls are implemented.
- Lead finance's input to the division's risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan.

### Procurement and Grant services

- Ensure all procurement and grant processes undertaken by the division are in line with SPC and donor policies and procedures.
- Work with the procurement team to facilitate the preparation and monitoring of the Division's annual procurement plan.
- Monitor key databases and workflows for all procurement and grant activities.
- Monitor all procurement and grant actions.

### People management

- Manage staff performance and support training and development.

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

## Key selection criteria

### Qualifications

- Degree in accounting, finance, or business administration, with an information technology major or minor.

### Technical expertise

- At least 10 years' experience and demonstrated competence in same field with 5 years in leadership role. This includes project management or administration experience with major donors.
- Sound collaboration and team working skills.
- Strong analytical ability and demonstrated ability to achieve efficiencies.

### Language skills

- Fluency in English.

### Interpersonal skills and cultural awareness

- A team player, with the ability to work in a multi-diverse and multi-cultural environment.
- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted until 31 March 2026 and is subject to renewal depending on performance and funding.

**Remuneration** – The **Finance Team Leader** is a band 11 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 637,132-781,844 (USD 5,636-6,916; EUR 5,339-6,552). 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 bilinguism, 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

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**Closing date:** 18 June 2023 – 11:00 pm (Noumea time)

**Job Reference:** SH000326

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 do you believe are the three most important financial management areas of work in an intergovernmental development organisation such as SPC, giving regard to current risks, challenges, and its organisational aspirations? How would you approach these areas of work? Provide examples of your past work experience to support your answer.
2. What do you understand the key challenges would be of meeting IPSAS when working with field projects in the Pacific region in a small village with community group partners?
3. How are the financial impacts of climate change development projects implemented by SPC best measured?