

- 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 Officer PROTEGE** within its Climate Change and Environmental Sustainability Programme (CCES). This position will be located at the SPC 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.

**Role** –The **Finance Officer PROTEGE** will be responsible for the financial management of the PROTEGE project in accordance with SPC policies and guidelines. The position holder will be responsible for reporting all financial aspects of the PROTEGE project to SPC and to the EU and other partners, including the consolidation of SPC funds and funds disbursed to the co-delegate (Secretariat of the Pacific Regional Environment Programme [SPREP]).

The key responsibilities of the role include the following:

### Financial planning, management and financial reporting for the project

- Ensure all aspects of the project's financial management, including forecasting, monitoring project implementation and financial analysis.
- Support the project team in the budgeting processes.
- Ensure financial monitoring and reporting on a regular basis for all income and expenditure flows.
- Lead preparation of the annual audit process.
- Guide and conduct any internal audit exercises requiring the project's participation.
- Ensure the integrity of the financial data in the financial system.

### Financial control, risk management and operational processes

- Ensure the accuracy of financial information relating to the Division's projects in Navision and in other systems.
- Ensure systematic filing of all financial and purchasing/procurement documents.
- Check/verify and validate the reporting of expenditures of all project partners.
- Verify all procurement actions.
- Support the implementation of appropriate internal systems and controls within the project and among implementing partners.
- Collaborate with internal stakeholders when weaknesses are found, in order to build their capacities.
- Conduct ad hoc internal audits of contracts.
- Support the Finance and Procurement Sections during financial audits and internal control review exercises.

### Partner coordination and support

- Assist SPC implementing partners on financial matters by ensuring that they meet all SPC requirements in terms of suitable supporting documentation, financial formats and principles, and budgeting and monitoring tools.
- Support project coordinators to ensure that contract budgets fully reflect SPC financial principles and the project budget.
- Upon request, provide advice to the co-delegate's financial staff member, to ensure that all documentation meets SPC and donor requirements.
- Support project partners and teams in setting up dashboards and financial monitoring indicators.
- Coordinate and consolidate six-monthly project expenditure reports for the Steering Committee and for SPC monitoring.

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

## Key selection criteria

### Qualifications

- Post-graduate qualifications (minimum three years of university study) in the fields of finance, auditing or financial management and control

#### Technical expertise

- At least seven years' direct experience in accounting and financial reporting procedures for large-scale projects funded by public donors
- Good knowledge of the basic legal rules of public procurement
- Good knowledge of audit procedures, in particular EU procedures
- Good knowledge of Microsoft Windows computing environment
- Good knowledge of integrated financial management software
- Affinity for teamwork, with good communication and analytical skills

#### Language skills

- Excellent communication skills in French and English (oral and written)

#### Interpersonal skills and cultural awareness

- Demonstrated ability to work independently and in a team, in a dynamic and multicultural context

## Salary, terms and conditions

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**Contract Duration** – This position is budgeted until 31 December 2024.

**Remuneration** – The **Finance Officer PROTEGE** is a Band 9 position in SPC's 2023 salary scale, with a starting salary range of 3,209–3,915 SDR (special drawing rights) per month, which currently converts to approximately XPF 486,099–593,079 (USD 4,300–5,246; EUR 4,074–4,970). 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. 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

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Closing date: 6 August 2023, 11:00 p.m. (Noumea time).

**Job Reference:** CR000043

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

Please provide all the above-mentioned documents. Failing that, your application will be considered incomplete and will not be reviewed at shortlisting stage. 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. Briefly describe your knowledge and experience in consolidation and financial verification for large-scale donor-funded projects, highlighting your experience working with EU rules, requirements and procedures.
2. Briefly describe your experience in reporting on all financial transactions in an approved format and meeting reporting deadlines.
3. Briefly describe your experience in Training or capacity building in the field of financial management and accounting. Please indicate how financial and supporting documentation is managed and recorded.