

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

*The Pacific Community (SPC) invites applications for the position of **Business Controller** 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 **Business Controller** will provide support to Financial Planning & Analyses Manager in financial reporting; support and guidance to SPC divisions, Budgets process.

The key responsibilities of the role include the following:

Budget processes and analyses

- Under the supervision of the FP&A Manager, ensure the efficiency and accuracy of the budget process.
- Play an active role in the preparation and review of annual corporate budgets, and other budgetary analysis and financial forecasts.
- Prepare and lead building of OMD Budgets in Noumea and Suva.
- Review of proposed project budgets to ensure compliance with SPC project budget template and guidelines.
- Develop and accurate set of KPIs and share with divisions.
- Ensure that FCR process is well implemented.

Financial systems development and maintenance

- Play an active role in the development and deployment of effective business intelligence (BI) solutions.
- Train division finance teams and act as key contact for all issues about the usage of BI tools.

Treasury and investment management

- Develop and maintain an accurate rolling cash forecast.
- Foster and maintain effective working relationships with banks to optimise returns on investments and services.
- Assist the FP&A Manager in the preparation of investment plans.
- Follow up of fixed assets register and periodic controls.

Support to accounting team

- Work with other finance team members to improve processes and internal controls.
- In accordance with the PIIC Advisor, perform internal control missions.
- Contribute to the effective and efficient delivery of finance services to the whole organisation.

Other general

- Take a team-oriented approach by proactively assisting others in the Finance teams.

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

Key selection criteria

Qualifications

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

Technical expertise

- Have at least 5 years of experience in accounting or financial controlling.
- Experience in use of accounting application software and reporting tools.
- Experience in use of Business Intelligence tools such as Power BI.

- Experience in preparation of budgets for a medium or large organisation, financial reporting and monitoring of budgets and cash flows and Treasury management.
- Ability to influence without hierarchical authority.
- 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 **Business Controller** 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 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: 15 August 2023 – 11:00 pm (Noumea time)

Job Reference: CR000048

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. Please elaborate on your experience in elaborating complex budgets? What were the most important encountered challenges? How have you overpassed them?
2. What's your experience in term of reporting, within your organisation and to third parties such as donors? What would be the three main key factors of success to have a strong reporting function?
3. What is your experience in using Financial, accounting and "Business Intelligence" IT tools? Which tools have you used and in which context?