



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

The Pacific Community (SPC) invites applications for the position of **Programme Accountant** within its Geoscience, Energy and Maritime Division. This position will be 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 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 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 **Geoscience Energy and Maritime (GEM) Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division:

1. **Oceans and Maritime Programme (OMP)** – assists member countries with services that provide applied ocean science and knowledge for evidence-based policy-making and technical solutions for improved ocean and maritime governance, management, and capacity development.
2. **Georesources and Energy Programme (GEP)** – assists member countries by applying technical knowledge in the areas of geoscience and sustainable energy use.
3. **Disaster and Community Resilience Programme (DCRP)** – assists member countries to demonstrate strengthened resilience through integrated action on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation.

The role – **Programme Accountant** will be responsible for effective financial management, including financial risk assessment, monitoring of internal control, and ensuring the adherence to relevant accounting policies and procedures in the division.

The key responsibilities of the role include:

Financial Planning, Monitoring and Reporting

- Provide support to Finance Team Leader in the development of annual budgets and allocation of available resources through integrated programming, business planning and project management processes.
- Lead in all aspects of financial management of division, including forecasting, monitoring of project executions, pipeline and financial analysis.

Divisional, Project and Program Management 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.

Compliance, Risk Management and Business Process

- Maintain the accuracy of the division's project finance information, within Navision and other systems.
- Implementation of appropriate systems and internal controls within the Division.

Procurement, Grant and Administration Services

- Ensure all procurement and grant processes undertaken by the division, are in line with SPC and donor policies and procedures.
- Facilitate the preparation and monitoring of the Division's annual procurement plan.

People Management

- Create a team environment that fosters and develops effective working relationships and high performance.

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

Key selection criteria

Qualifications

- A bachelor's degree or equivalent in accounting, finance, business administration or a related discipline from a recognized university.

Technical expertise

- At least 5 years of experience of demonstrated professional experience and competence in same field.
- Experience in financial reporting, compliance, and business processes for projects funded.
- Experience in preparation of budgets for a medium or large organization, financial reporting and monitoring of budget and cash flows.
- Strong understanding and experience in use of computerized accounting systems, preferably Navision.
- Analytical ability and demonstrated ability to achieve efficiencies with attention to detail.
- Proven track record in designing and running training courses in finance, budget management and financial management systems.
- Dealing with different reporting requirements in multi-currency donor projects.
- Strong numeracy skills, advanced excel spreadsheet skills including macros, and effectively used a recognized accounting package for generation of financial reports.

Language skills

- Excellent English communication skills (oral and written).

Interpersonal skills and cultural awareness

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

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance.

Remuneration – The **Programme Accountant** is a band 9 position in SPC’s 2024 salary scale, with a starting salary range of 2,284–2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,808–8,509 (USD 3,038–3,798; EUR 2,832–3,540). 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: 5 May 2024 at 11:59pm (Fiji time)

Job Reference: JM000635

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.

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 Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will subject to such terms and conditions as may be set from time to time by the Ministry.

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. Based on your experience with donor funded projects, identify three key financial management lessons learnt that would assist you in this role.
2. The role will have oversight of expenditure acquittals of funding provided to beneficiaries in other Pacific Island countries. Identify two challenges that might arise and describe how you would address these challenges.

3. Briefly explain why compliance with organisational and donor procurement policies and procedures is critical for organisations such as SPC and describe three basic guiding principles or best practice requirements you would follow in undertaking procurement or grant processes.