



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 – Pacific Humanitarian Warehousing Programme** within its 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, education, 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 **Pacific Humanitarian Warehousing Program (PHWP)** is an eight-year multi-partner, multi-country initiative to enhance humanitarian warehousing capabilities across 14 Pacific Island Countries and Timor-Leste via three areas of intervention – warehousing infrastructure, supplies (non-food items) and warehousing systems, including integration into local and regional humanitarian architecture. The program is framed by three thematic priorities – gender equality, disability and social inclusion; localization; and green humanitarian action. By the end of the eight-year period, it is expected that participating countries are able to respond to disasters increasingly independently and sustainably.

The role – **Programme Accountant** will be responsible for the effective financial management of the PHWP program through the conduct of financial risk assessments, monitoring of internal controls, and by regular and timely reporting to SPC management, participating countries and development partners on the financial status of the Program. In doing so, the job holder will ensure adherence to SPC's finance regulations, guidelines and other policies of relevance to the Program. The job holder will have an important role to play in the provision of financial inputs and expertise to support the PHWP's funding strategy and resource mobilisation efforts.

The key responsibilities of the role include:

Financial Planning, Monitoring and Reporting

- Under the technical supervision of the Finance Team Leader, support in the development of annual budgets and allocation of available resources through integrated programming, business planning and project management processes.
- Contribute to leading all aspects of financial management of the Program, including forecasting, monitoring of project executions, pipeline and financial analysis.
- Designing and implementing financial monitoring and reporting across all income and expenditure streams to meet with SPC and donor audit requirements.

Financial Management Administration Support and Resource Mobilisation

- Provide appropriate coordinated support to Program staff, working across donor requirements in planning, delivery and financial administration of the program.
- In coordination with the Program Manager and Finance Team Leader, liaise with development partners to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.
- Support the Program Manager (in partnership with PIRMO) to deliver a financially sustainable Program by providing financial expertise and input into new or existing funding agreements that support the Program funding strategy, including the development of budgets to advance new resource mobilization leads.

Compliance, Risk Management and Business Process

- Maintain the accuracy of the program finance information, within Navision and other systems.
- Implement appropriate systems and internal controls within the Program Risk Management Plan.
- Contribute to the GEM division's risk management processes, particularly in work-planning related to financial and compliance risks, by identifying potential risks such as irregular expenditures not approved in the work plan.

Procurement, Asset Management, Grant and Administration Services

- Ensure all procurement and grant processes undertaken by the Program are in line with SPC and development partner policies and procedures.
- Facilitate the preparation and monitoring of the Program and SPC's more broadly annual procurement plan and planning processes as required.
- Monitor the Program procurement and grants actions using key databases and workflows to ensure efficiency, completeness, availability of up-to-date information, and to allow effective follow-up action.

People Management

- Manages staff performance and supports training and development.
- Conduct fair, consistent, timely performance planning and review meetings and encourages open communication to discuss performance.
- Monitor the performance and workloads of staff members and service providers to ensure that objectives are met.

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

Key selection criteria

Qualifications

- Bachelor's degree in accounting, finance, economics business, administration or equivalent body of knowledge and experience.

Technical expertise

- 5 years demonstrated experience in the same field, including financial reporting, compliance, and business processes for donor-funded projects.
- Experience in budget preparation, financial reporting and monitoring of budgets and cash flows for medium to large organisations.
- Extensive knowledge and experience with computerized accounting systems preferably Navision.
- Experience managing diverse reporting requirements for multi-currency donor-funded projects.
- Proven track record in designing and delivering training programs on finance, budget management and financial management systems.
- Strong numeracy skills and advanced proficiency in excel including the use of macros, with proven experience in using a recognized accounting software for generating 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 2025 salary scale, with a starting salary range of 2,284-2,856 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,876-8,595 (USD 3,038-3,798 ; EUR 2,798-3,498). 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 1,500-5,200 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 10% 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: 9 March 2025 at 11:59pm (Fiji time)

Job Reference: JM000838

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, complex multi-country projects, identify and explain three key financial management lessons learnt that would assist you in this role.
2. 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.
3. Based on your experience what steps would you undertake to manage, review and post acquittals of grants (Advances) that are provided to our implementing partner countries. What do you think are important considerations for an organisation such as SPC to manage such country grants (advances).