

- 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 and Administration Officer** 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 **Finance and Administration Officer** will play a vital role in providing essential financial and administrative support to the Pacific Statistics and Data II (PSDII) project and the Pacific Data Hub (PDH) programme. This position is responsible for overseeing various financial aspects of the projects, including budget preparation, execution, financial monitoring, and reporting of project expenditures. The primary focus of this role is to ensure the smooth and efficient operation of the projects in strict adherence to the Pacific Community (SPC) and donor requirements.

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

### Financial Management

- Provide appropriate coordinated support to divisional staff, working across donor requirements in programme planning, delivery and financial administration of all donor-funded projects.
- Work with the Procurement and Finance offices to provide support to Project managers.
- Support the Finance Team in the SPC shared services agenda.
- Ensure integrity and accuracy of financial data in the financial system.
- Facilitate verification of all PDH Programme payments, postings and financial acquittals and support month end and end of financial year reconciliations.
- Work with divisional team leaders to ensure the Division's Business Plan costing strategies are updated and accurate.

### Financial Planning, Analysis and Reporting

- Facilitate the preparation and monitoring of the PDH programme's annual procurement plan. Support the corporate SPC annual procurement planning process as required.
- Support the preparation of grant requests and associated requirements for the Procurement Committee vetting process and consequently the facilitation of signing process with partners.
- Support the Finance Team in the oversight and reporting on SDD and IS Divisional financial portfolios.
- Ensure all donor financial reports/acquittals are prepared in a timely manner and with accurate information.
- Support financial monitoring and reporting across all income and expenditure streams to meet with SPC and donor audit requirements.
- Support the preparation of reports on operational performance against annual performance measures and targets.

### Compliance, Risk Management and Business Process

- Liaise with team leaders, development partners and donors to maintain reporting schedules, financial acquittals and arrange for timely disbursements in accordance with signed funding agreements.
- Support the preparation of briefings on Finance and Procurement policies and procedures for staff within the PDH programme.
- Monitor all procurement and grant actions using key databases and workflows.
- Maintain the accuracy of the division's project finance information within Navision and other systems.
- Support the implementation of appropriate systems and internal controls within the Division.
- Contribute to the division's risk management processes.

### Administrative Support

- Liaise directly with PICTS and other stakeholders on project administration issues, country specific financial policies and financial reporting matters.
- Coordination and guidance regarding planning and organisation of technical meetings, technical assistance, conferences and workshops.
- Maintain an efficient Information and records management system for the PDH programme.
- Ensure office operations are well managed and all facility issues at the HQ are resolved in liaison with the Corp Facilities team.

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

## Key selection criteria

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### Qualifications

- Degree in Accounting, Finance, Business Administration, Management.

### Technical expertise

- At least 7 years of experience in project accounting and financial reporting for large aid-funded projects.
- Proven experience in financial management, budgeting, and reporting, preferably within development projects or international organizations.
- Strong analytical skills and attention to detail, with the ability to interpret complex financial data accurately.
- Familiarity with donor guidelines, grant management, and financial reporting requirements.
- Proficiency in financial management software and Microsoft Office applications.
- Excellent organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines effectively.
- Strong interpersonal and communication skills, with the ability to work collaboratively in a diverse team environment.
- Demonstrated experience in providing efficient administrative support.
- Demonstrated experience in conference management and event organisation.
- Ability to work under pressure and to tight deadlines.

### Language skills

- Fluency in English and French, both written and verbal

### Interpersonal skills and cultural awareness

- 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 for 3 years and is subject to renewal depending on funding and performance.

**Remuneration** – the **Finance and Administration Officer** 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

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**Closing date:** 15 October 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000104

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. In international development projects, financial oversight is crucial. Can you share an experience where you successfully identified and addressed financial risks or discrepancies in a project?
2. Managing project finances often involves working with multiple donors and partners. Could you share a scenario where you coordinated financial matters among various stakeholders, ensuring smooth collaboration and reporting?
3. Describe a situation where you had to handle financial reporting for a development project. How did you ensure accuracy and compliance with donor requirements and organisational guidelines?