

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

*The Pacific Community (SPC) invites applications for the position of **Senior Finance Officer** within its Micronesia Regional Office (MRO) located at its regional office in Pohnpei, Micronesia*

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 **Micronesia Regional Office (MRO)** situated in Kolonia, Pohnpei, Federated States of Micronesia (FSM), is the main hub for SPC's projects and partnerships with the Micronesian members of the Federated States of Micronesia, the Republic of the Marshall Islands (RMI), the Republic of Palau, and the United States territories of the Northern Mariana Islands (CNMI), and Guam. The MRO opened in January 2006.

The role – the **Senior Finance Officer** will be responsible for the provision of financial services and advice to the Regional Office's activities and the technical divisions' programs and projects housed within the Regional Office.

The key responsibilities of the role include the following:

Financial administration

- Provide project financial management services (budget preparation, funding disbursements to regional office in accordance with project agreements, periodic donor reporting and analyses...)
- Provide general financial administration services (maintain adequate cash balances, advise on financial requirements, coordination of cash requirements...)
- Ensure that all financial management matters are reported to project managers/coordinators and divisional finance team leaders/officers as may be appropriate, in addition to the director.
- Support audit exercises or due diligence probes led by central finance, donors, partner organisations or internal auditors where required.
- Support the provision of information to ensure SPC meets its local regulatory requirements in relation to tax and other matters.
- Support the SPC finance shared services agenda.

Compliance, risk management and business processes

- Maintain the accuracy of the Regional Office's project finance information within Navision and other systems.
- Support the implementation of appropriate systems and internal controls within the regional office.
- Lead in coordinating action on audit issues pertaining to the Regional Office.
- Provide finance's input to the Regional Office's risk management processes.
- Lead in the Regional Office's review and implementation of applicable SPC finance policies, as required.

Procurement and grant services

- Ensure all procurement and grant processes undertaken by the Regional Office are in line with SPC and applicable donor policies and procedures.
- Provide procurement and granting advice and assistance to programmes and projects based in the MRO.
- Facilitate the preparation and monitoring of the Regional Office's annual procurement plan.
- Monitor key databases and workflows for all procurement and grant activities.

Coordination and office administration

- Engage and work closely in a timely manner with technical division staff, other SPC OMD services providers and regular engagement with stakeholders and partners, on partnership and grant agreements to ensure consistency on financial matters.
- Assist, lead or direct in the coordination and organisation of technical meetings and conferences to be held in-country or in the region.
- Coordinate operational support and orientation for all new staff members and consultants.
- Maintain an efficient information and record's management system for the Regional Office.
- Ensure office operations are well managed and all facility issues at the Regional Office are resolved in liaison with appropriate resources.
- Monitor the performance and workload of subordinate.

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

Key selection criteria

Qualifications

- Degree in accounting, finance, business administration or public administration.

Technical expertise

- At least 7 years' experience and demonstrated competence in same field.
- Demonstrated experience in the use of financial management information systems (FMIS) and other financial monitoring tools.
- Experience in coordination and delivery of financial services to large projects with multiple donor and agency/division participation.
- Experience in provision of advice to project managers/coordinators on financial matters and areas of risk and compliance.
- Excellent working knowledge in Microsoft Office tools specifically Excel.
- Ability to work under minimal supervision.

Language skills

- Fluency in English.

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 **Senior Finance Officer** is a Band 10 position in SPC's 2023 salary scale, with a starting salary range of 3,256–4,004 SDR (special drawing rights) per month, which currently converts to approximately USD 4,363–5,365. An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being 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 Federated States of Micronesia; Federated States of Micronesia Nationals employed by SPC in Pohnpei will be subject to income tax.

Benefits for international staff employees based in Pohnpei – SPC provides a housing allowance of USD 1,000–2,000. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual 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 bilinguism, 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 October 2023 – 11:00 pm (Noumea time)

Job Reference: CR000100

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. What do you believe are the three most important financial management areas of work in an intergovernmental development organisation such as SPC, giving regard to current risks, challenges, and its organisational aspirations? How would you approach these areas of work? Provide examples of your past work experience to support your answer.
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 and working with local Pacific Island partners and stakeholders. Please indicate how financial and supporting documentation is best managed and recorded.