



*Secretariat of the Pacific Regional Environment Programme
(SPREP)*

APPLICANT INFORMATION PACKAGE
FINANCE MANAGER (FM)



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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

FINANCE SECTION

Effective and efficient financial advice is essential for SPREP's operation, in particular to support the delivery of the Strategic Programmes. The SPREP Finance section is led and managed by the Finance Manager, who plays a key role in the delivery of financial services to the organisation.

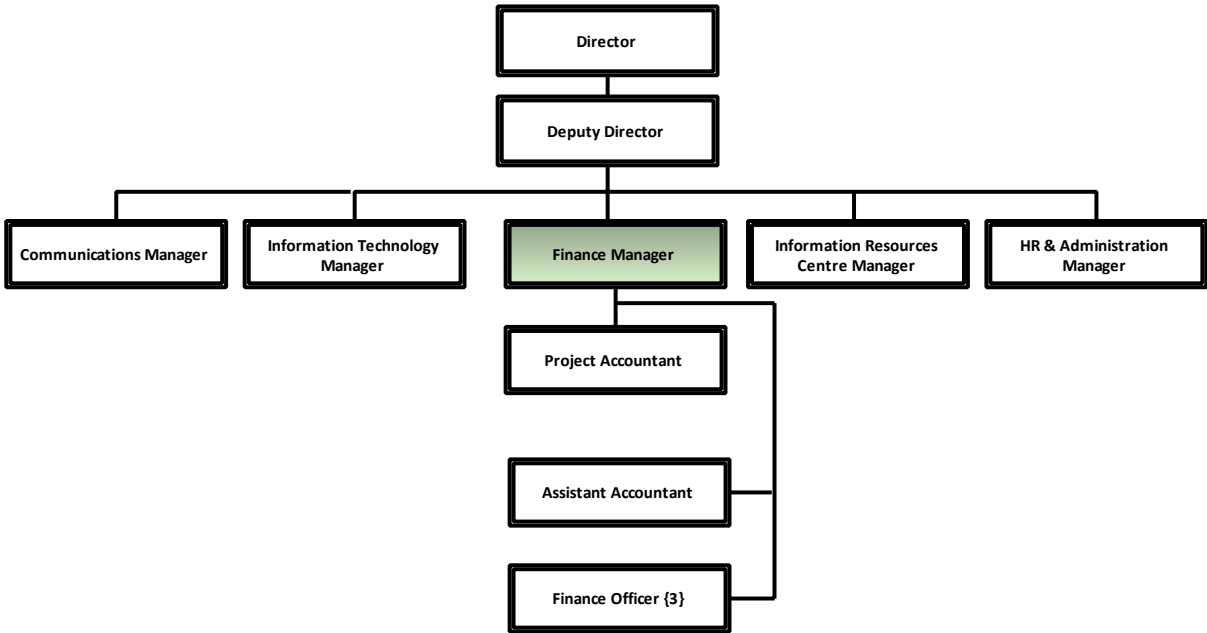
The Finance section is responsible for all financial issues of the Secretariat including the provision of strategic financial advice, financial management and all budget planning and operations including the following key functions:

- Provision of strategic financial planning and reporting services to the Secretariat and its stakeholders
- Provision of financial reporting and advice to donors to meet identified requirements
- Provision of accurate and timely monthly, quarterly and annual financial reports to the Executive Team and to the Strategic programmes
- Coordination of the development of the annual budget and collaboration with Programme Officers on project costs
- Provision of daily financial service functions including travel, procurement, accounts payable, accounts receivable, payroll, internal controls and use of the finance system.
- In conjunction with the Information Technology services, provide system wide financial system and maintenance of the ACCPAC accounting system.
- Provision of financial advice to Management and staff

B. JOB DESCRIPTION

Job Title:	Finance Manager (FM)
Programme:	Corporate Services
Group / Team:	Finance Section
Responsible To:	Director through the Deputy Director
Responsible For: (Total number of staff)	5 staff – 1 Programme Staff and 4 Support Staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic leadership and management of the Finance section • Provide financial advice to the Executive Management team and the Secretariat
Date:	7 February 2011

Organisation Context



Key Result Areas

The position of Finance Manager (**FM**) encompasses the following major functions or Key Result Areas:

1. Strategic Financial Advisory & Planning
2. Financial Policy and Regulations
3. Budget Planning & Operations
4. Management & Leadership
5. Monitoring & Reporting

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Strategic Financial Advisory, Planning & Management</p> <p>a) Plan and manage the Secretariat's finances to ensure all financial requirements for the efficient and effective operations of the Secretariat are met and consistent with the SPREP Financial Regulations</p> <p>b) Provide strategic financial and policy advice to the Executive Team</p>	<ul style="list-style-type: none"> • Protection of the Secretariat's finances/profits and all compliance requirements, internal and external are managed and fully met. • Finance goals in the recommended Strategic Plan are successfully achieved • Accurate and timely advice is provided to the Executive Team
<p>2. Financial Policy and Regulations;</p> <p>a) Facilitate external audits and ensure all auditor's recommendations are implemented and monitored;</p> <p>b) Maintain an investment strategy and cash-flow management system</p> <p>c) Develop and regularly update relevant policies and regulations for the efficient and effective financial operations of the Secretariat</p>	<ul style="list-style-type: none"> • Annual financial statements receive unqualified audit opinion and are approved by the annual SPREP Meeting • Forecasted financial targets are achieved • Funds are available as required to ensure programme delivery • Successful execution of recommended policies and regulations is reflected in audits and performance. • Continuous improvements to the SPREP Financial system are planned and implemented.
<p>3. Budget Planning & Operations</p> <p>a) Lead and provide advice on the development and preparation of the annual budget consistent with the annual work programme</p> <p>b) Monitor compliance with budget guidelines and approved budget allocations;</p>	<ul style="list-style-type: none"> • A balanced budget is approved by the annual SPREP Meeting, in line with the Strategic Plan • Budget forecasting is accurate – actual cost relative to the established budget

<p>4. Management & Leadership</p> <p>a) Provide oversight and coordinate the day to day management of the Finance Section, including quality control and the provision of technical guidance and assistance to staff.</p> <p>b) Lead and manage the staff of the Finance Section to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs;</p>	<ul style="list-style-type: none"> • Team delivers highest standard of financial services and fully supports and is well integrated within all SPREP programmes and approved work plans. • The Finance section operates effectively, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • Budget targets are met and payments are made on schedule
<p>5. Monitoring & Reporting</p> <p>a) Provide all necessary financial reports for the Executive Management team and staff;</p> <p>b) Ensure all reporting requirements and commitments to external stakeholders are upheld and timely communications are undertaken with stakeholders around performance issues.</p> <p>c) Ensure all financial records for the Secretariat's bank accounts and financial transactions are constantly monitored, updated and maintained for accuracy and security.</p>	<ul style="list-style-type: none"> • SPREP executive and programmes have access to accurate and relevant financial information that enables efficient and effective operation of the Secretariat • Financial reports are provided in a timely manner and • Donor financial requirements are effectively met • A clean audit opinion on internal controls and financial procedures is achieved

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

This section may be copied directly into the Performance Development forms.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Planning and implementing necessary reforms to accounting systems • Continuous monitoring of the established financial guidelines to ensure they are adhered to and are effectively implemented • Advising Secretariat on financial issues and developing policies to address financial issues • Reviewing financial policies and procedures and ensuring both are effective and meet audit requirements • Ensure the accuracy and timeliness of all financial reports to donors and stakeholders
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- Ensure that financial operations comply with approved budgeted allocations
- Leading and coaching the Finance team in order to recruit and retain high calibre staff

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • Donors / Partners • Financial Institutions • General Public 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Negotiations • Negotiations, acquisition of resources, and advise
<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff • Finance staff 	<ul style="list-style-type: none"> • Financial management and advise • Supervision and advise • Advice and support • Supervision, delegation, coaching and training

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • manages an operational budget and has oversight of the Secretariat budget • can authorise costs in absence of other budget holders • can authorise costs and payroll relating to SPREP requirements • can carry out negotiations on behalf of SPREP • can seek funding opportunities for core activities

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential

1. A Masters degree in Accounting / Financial Management or related field (certified qualification and membership from a recognised professional accounting institute would be an advantage) OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential

2. At least 7 years extensive high level experience in business/accounting / financial management preferably in the Pacific region, with at least 5 of those years in senior management and leadership roles within an international or regional organisation
3. Extensive leadership and management experience including management and supervision of medium to large teams preferably in a multicultural and multi-disciplinary environment
4. Proven experience Microsoft Office, spreadsheet applications and computerised accounting systems in particular ACCPAC with sound knowledge and experience of Performance Based Output Budgeting Systems
5. Strong strategic advisory and financial analytical skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
6. Excellent written and verbal communication as well as proven experience of high level negotiation work with financial and relevant institutions and partners
7. Extensive knowledge of the Pacific Islands region and good understanding of emerging financial and management issues and challenges

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Leadership and management • Financial & accounting knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Policy advice • Analytical skills
Advanced level	<ul style="list-style-type: none"> • Report writing • Communications skills • General management skills
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan

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| | <ul style="list-style-type: none">• SPREP Work Programmes |
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Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale and will be in the range of SDR35,272 to SDR52,908. Currently, the equivalent in Samoan Tala is SAT\$139,469 (USD\$58,112) to SAT\$209,204 (USD\$87,168) per annum. A Cost-of-Living Differential Allowance within the range of SDR5,519 – SDR7,302 will also be paid to the successful candidate.

Adjustments: Professional staff salaries and appropriate allowances are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.40

Term: For those recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

For staff recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Apia, Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum, of SDR1,100 is payable upon taking up appointment and arrival in Apia.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognized home) and Apia by (i) each dependent child being educated outside Samoa or

(ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return economy class airfares between Apia and the recognized home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

For ALL professional staff, the following applies:

Cost of living differential allowance (COLDA): Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual cost of tuition and boarding fees only. Currently the allowance is up to a maximum of Samoan Tala \$15,600 per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 per annum per family of 3 or more eligible children.

Housing Assistance: Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, family (compassionate and paternity) and special (without pay) leave.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Definitions:

'Dependant' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means a professional staff member, not a citizen or permanent resident of Samoa, who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact addresses of at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

Applications that do not submit all the requirements stated above will not be considered.

All applications to be clearly marked “**Application for Finance Manager**” and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 11 March 2011: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
