



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE **ACCOUNTANT (ACC)**

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD35 million in 2022.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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 to Pacific island countries and territories 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**:

"A resilient 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	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

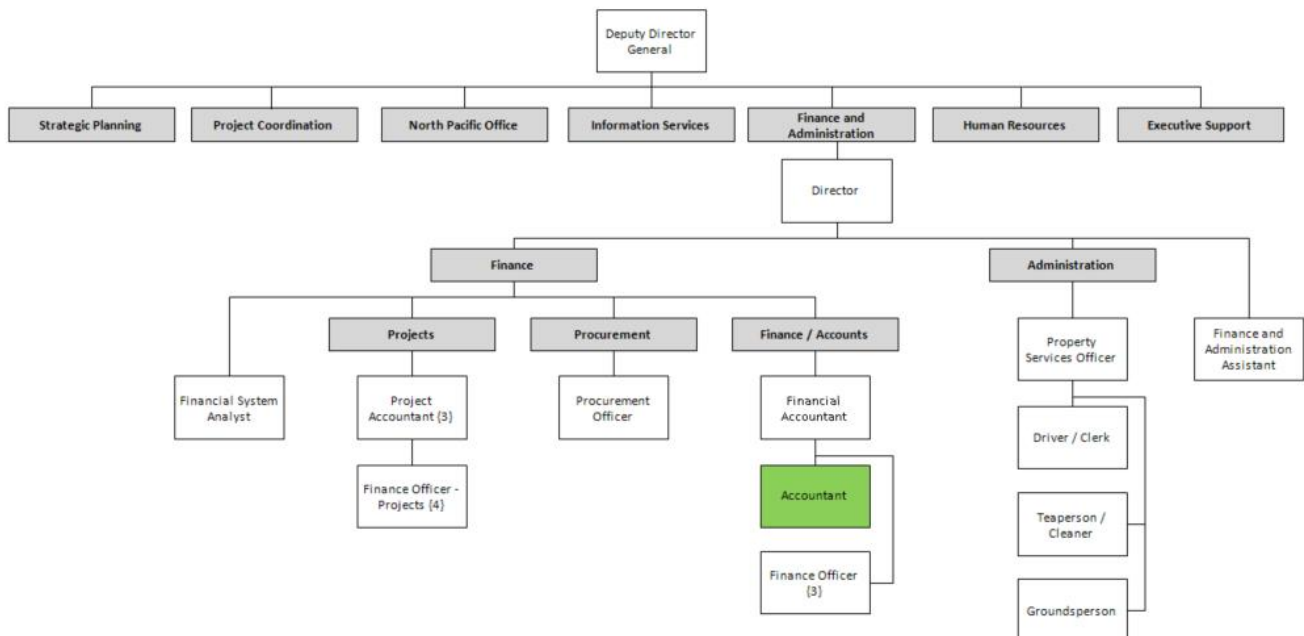
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. JOB DESCRIPTION

Job Title:	Accountant
Programme:	Finance and Administration
Team:	Finance
Responsible To:	Financial Accountant
Responsible For: (Total number of staff)	None
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Manage all Accounts Payable, Accounts Receivable, Payroll, Bank reconciliation and related Finance support functions • Assist in monitoring the cash flow and financial records for all bank accounts • Assist in the management of all project financial and accounting requirements
Date:	October 2022

Organisation Context



Key Result Areas

The position of **Accountant (ACC)** addresses the following Key Result Areas:

1. Budget Management
2. General Financial Services
3. Travel Policy and Services
4. Leadership and management

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

Jobholder is accountable for	Jobholder is successful when
1. Budget Management <ol style="list-style-type: none"> a) Assist with the preparation, coordination, compilation and monitoring/management of the budget b) Develop and prepare monthly budget monitoring reports as part of the financial system improvement process and advise staff accordingly where there are noted budget issues c) Raise significant issues arising from budget analysis and budget forecasting to the attention of the Financial Accountant (FA) and provide relevant recommendations 	<ul style="list-style-type: none"> • Financial data is provided on a timely basis based on deadlines for preparing budget templates and their compilation • Monthly feedback on the budgets against actual spending is submitted to FA for decision making and remedial actions • Decision making for appropriate action on monthly budget variances is addressed in a timely manner
2. General financial services; <ol style="list-style-type: none"> a) Assist in the Preparation of weekly cash flow reports and provide daily monitoring of the Secretariat cash flow, b) Prepare Bank Reconciliation and check other Reconciling reports for Finance Officers c) Check the accuracy of the bank accounts, term deposits, inter banks and credit cards monthly reconciliations d) Check and verify the payrolls including the calculations and supporting documents e) Check for FA approval on the Financial Management Information System (FMIS) for invoice matching/journals and receipts for Governance and Operations f) Check all payments for relevant supporting documentation and accuracy before final review by FA and approval by the Director, Finance and Administration (DFA) g) Prepare and check Donor/Project Reconciliations 	<ul style="list-style-type: none"> • Adequacy of Cash balance available at all times for day to day operations • Monthly bank reconciliations are approved on time for accuracy • Monthly and fortnightly payrolls are accurate, complete for posting and available on time. • Manage monthly cutoff of FMIS, • A clean audit opinion on internal controls for bank accounts is achieved • Purchase Orders and payments are correctly coded and matched to relevant purchase orders • Half yearly and annual reconciliations are reviewed and reconciled to the general ledger in accordance with financial policies • Finance goals in the Strategic Plan are successfully achieved

<ul style="list-style-type: none"> h) Follow up with countries their membership contribution i) Assist Project Accountants and Finance Officers with queries regarding payments, commitments and budgets or any areas requiring reporting j) Prepare 'ad hoc' management and financial information and reports, as and when required internally by Management and Officers; k) Assist the FA in ensuring operation of the Finance and Department are in compliance with financial rules/regulations and guides l) Ensure proper keep and maintenance of records for the Finance and Administration Department 	<ul style="list-style-type: none"> • Timely, relevant and reliable financial information is provided for decision making
<p>3. Travel policy and services</p> <ul style="list-style-type: none"> a) Check and ensure all financial calculations relating to travel are completed accurately and on time, b) Ensure all travel are in compliance with the organisations travel policy, c) Ensure the Travel Insurance policy is up-to-date and regular advice and information is provided to staff, d) Ensure data is compiled and collected to facilitate travel reporting, e) Assist in manage the recoveries of travel with the travel agents, f) Coordinate travel insurance for staff 	<ul style="list-style-type: none"> • Calculations of all financial travel expenses are correct and available on time, • Travel insurance is up to date with adequate coverage for staff, • Reports are prepared on a timely basis and when needed from travel data recorded/collected,
<p>4. Leadership and management</p> <ul style="list-style-type: none"> a) Lead, manage and supervise the work of relevant finance staff b) Ensure Performance Development Plans for relevant staff are reviewed, implemented and assessed according to the Secretariat's Performance Development System c) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development d) Provide relevant reports and advice in relation to performance and team development of supervised staff. 	<ul style="list-style-type: none"> • Staff requirements are met in line with Secretariat policies and procedures • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System • Staff training is provided and staff are aware of all job requirements at all times • Staff issues and relevant reports are addressed and raised on time

e) Maintain good working relations with staff and client.	
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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 Director/Immediate Supervisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Managing all aspects of huge multi-million project funding
- Understanding and compliance with the different donor and partner financial and procurement requirements
- Understanding of key financial policies and procedures and dealing with a variety of issues that require different approaches and taking into account compliance, consistency versus flexibility
- Training of non-financial staff on financial management and budget issues

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member countries • Donors / Partners • Financial Institutions 	<ul style="list-style-type: none"> • Advice and assistance • Consultations • Collaborative discussions • Financial advice and technical support
Internal <ul style="list-style-type: none"> • Executive • Senior Leadership Team • All staff 	<ul style="list-style-type: none"> • Advice and support • Advice and reporting • Supervision and support

Level of Delegation

The position holder:

- Does not manage any operational budgets

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 Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years relevant experience in financial accounting or in a similar accounting role with demonstrated experience in funds' management, preferably in the Pacific region. Project accounting experience is desirable.
3. Proven experience in Microsoft Office, spreadsheet applications and computerised accounting systems, with sound knowledge of Performance Based Output Budgeting systems.
4. Excellent experience in financial management and accounting, programme and project fund management including monitoring and evaluation, proposal and report writing as well as leading teams within a multi-disciplinary and multi-cultural environment.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people.
6. Excellent financial advisory, operational and analytical skills including high level of organisational, problem-solving, administration and facilitation skills.
7. Excellent knowledge of current and emerging financial and project management issues and challenges in the Pacific islands region.

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">• Financial and accounting knowledge• Financial reporting• Work programme planning, and budgeting
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	<ul style="list-style-type: none"> • Competency in appropriate computerised accounting systems • Teamwork in an interdisciplinary and multi-cultural environment • Staff management
Advanced level	<ul style="list-style-type: none"> • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging financial / donor issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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 Directors, Managers and Team Leaders 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 9 of SPREP's salary scale. Starting salary will be SDR26,802. Currently, the equivalent in Samoan Tala is SAT102,286 (USD42,619) per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 (USD47,947) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT15,139 (USD6,308). 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.

Adjustments: Salaries and allowances for internationally recruited staff 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 staff 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 including completed COVID-19 vaccinations and a clean police report, as well as a 6-month 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.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment 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. This is currently equivalent to SAT4,198 (USD1,749).

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.

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 INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised 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.

Family Leave Travel: Return economy class airfares between Apia and the recognised 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.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (USD1,000) per annum as stipulated under SPREP's Security Assistance policy.

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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children 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 an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and 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. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered***);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “Application for Accountant (ACC)” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685) 20231 and clearly marked “**Application for Accountant (ACC)**”

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact the Human Resources Team on telephone (685) 21929 ext 325 / 230 or Email: humanresources@sprep.org

Closing date: Friday, 2nd December 2022: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
