



FFA

APPLICANT INFORMATION PACKAGE

ASSISTANT FINANCE OFFICER, **GENERAL FUND**

This position is a “Position advertised Locally” and is open to residents of Solomon Islands only.

CLOSING DATE – 15 FEBRUARY 2019

HOW TO APPLY -

Please read the instructions contained in this package

To apply please submit the following:

- (a) An introductory letter
- (b) A completed HR1 Application form for the Position (available on website)
- (c) A current Curriculum Vitae

All applications are to be addressed to; *Manager Human Resources, Forum Fisheries Agency, 1 FFA Road, Honiara, Solomon Islands*

All applications to be submitted by email to recruitment@ffa.int

For any enquiries: please contact recruitment@ffa.int

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2. INFORMATION ABOUT THE FORUM FISHERIES AGENCY

The information offered in this package is for information only and does not form part of the employment contract.

The Pacific Islands Forum Fisheries Agency (FFA) traces its origins to the South Pacific Forum meeting in Port Moresby in 1977 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. In recent years FFA has been mandated to concentrate on the management and development of the tuna fishery in the Central and Western Pacific Ocean. This fishery is now one of the largest in the World, catching around 1 million tonnes annually. The Agency is responsible for assisting its 17 members to coordinate sustainable tuna fishery management policies in their exclusive economic zone waters, and for promoting the development of their tuna fishery resources.

The 16 country members and 1 territory member of the FFA are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu.

Under the 1979 FFA Convention, the FFA consists of the Forum Fisheries Committee (FFC) which is the governing body, and a Secretariat. The Secretariat, with a current establishment of approximately eighty-five positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General. In order to provide greater ministerial oversight of the fisheries sector the FFC Ministerial Meeting was established and was elevated to the highest policy making organ of the FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: “Our people will enjoy the highest levels of social and economic benefits for our people through the sustainable development of our fisheries resources.”

The Mission of the Forum Fisheries Agency is: “To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources”

The work of the Agency is delivered through two programs: Fisheries Management and Fisheries Development.

The Fisheries Management program assists FFA members to refine and maintain effective policy and legal frameworks to support the sustainable management of their tuna fisheries resources. Appropriate technical services are also provided under this program to support regional and sub-regional fishery management.

The Fisheries Development program assists FFA members with long term social, economic and development planning for the fisheries sector, in response to the Forum Leaders’ call to identify ways to ensure greater returns from the sustainable use of fisheries resources.

The core operations of the Agency are funded by member and donor contributions from Member Governments. The Agency also receives funding from a variety of non-member donors and from cost recovery for services. The total budget for 2017/2018 is US\$27.4 million

FFA is an equal opportunity employer with professional staff currently employed from Australia, Fiji, Kiribati, Federated States of Micronesia, New Zealand, Papua New Guinea, Samoa,

Solomon Islands, Tonga, Tuvalu, Vanuatu and the USA, with staff attachments from Japan and Australia.

JOB DESCRIPTION

Job Identification

Job Reference:	
Job Title:	Assistant Finance Officer, General Fund
Work Unit:	Corporate Services Division, Finance Unit
Responsible To:	Financial Accountant
Responsible For:	Nil
Job Purpose:	The job exists to-: - ensure payment for all General Fund transactions for all creditors are accurate and made in a timely manner and to ensure all monies for GF are properly receipted and accounted for.
Date:	2019

FFA Vision and Mission

Vision of the Members of the Pacific Islands Forum Fisheries Agency

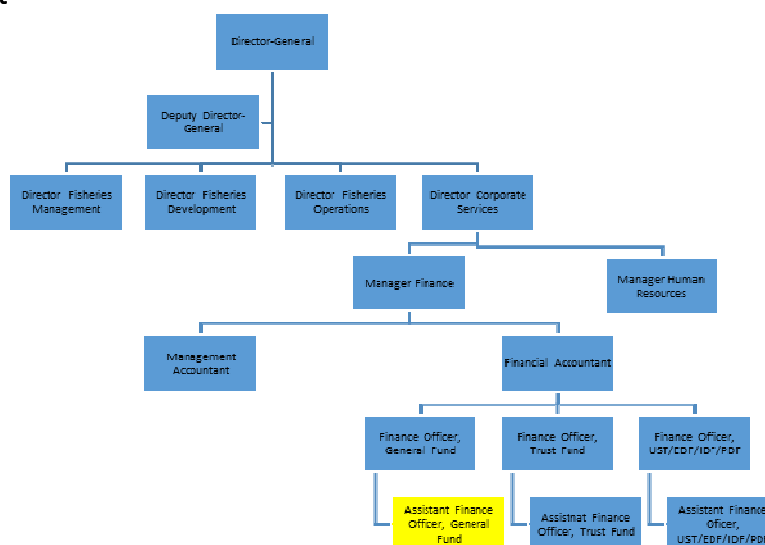
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources.

FFA Strategic Plan 2014-2020

Organisational Context



Key Result Areas

This encompasses the following major functions or Key Result Areas

- | |
|---|
| <ol style="list-style-type: none"> 1. Financial Accounting 2. Accounts Preparations 3. Payroll Support |
|---|

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when
<p>1. Provision of effective and efficient financial accounting services for the General Fund</p> <ul style="list-style-type: none"> • Assist the General Fund Finance Officer on Financial Accounting Operations for the unit's activities using Finance 1 , and ANZ Transactive: <ul style="list-style-type: none"> • Creditors payments • Staff payments • Debtor, receipting and banking' • Ledgers – FFA output accounting • E filling 	<ul style="list-style-type: none"> • All payment vouchers and receipts' of financial transactions both for revenue and expenditures for General Funds are prepared using the updated Financial Information system – Finance One in a timely manner • All source documents in the electronic and manual filing systems are updated and filed for all GF transaction • All GF assets are accounted for • Payments using ANZ Transactive are completed within acceptable time frame of 3 working days
<p>2. Assist the Financial Accountant through the Finance Officer GF in the compilation and preparations of Core Funds Reports</p> <ul style="list-style-type: none"> • Daily posting of costs related to specific projects allocated • Update monthly clearings and inter-entity accounts (posting journal entries) • Update e-filings on supporting documents for auditing purposes • Liaise and assist FO on posting of any adjustments journal entries related to General Fund • Monitoring of General Fund Account balances for any replenishments • Assist with GF Bank reconciliations 	<ul style="list-style-type: none"> • Timely and accurate posting of costs • Clearing and inter-entity accounts are up to date on a monthly basis • E-filings are up to date and information is accessible for auditing purposes • Relevant adjustments are made to journal entries • GF balances are replenished and sufficient funds available
<p>3. Provide support for Payroll Services</p> <ul style="list-style-type: none"> • Act as Back up for the Payroll Service Officer in the fortnightly payroll run • Assist in updating and maintenance of the payroll 	<ul style="list-style-type: none"> • Payroll processed on time • Accurate payroll information retained in payroll system for payroll purposes • Timely payment of staff benefits and

is accountable for	and is successful when
<ul style="list-style-type: none"> Assist in processing and checking of the fortnightly pay' Assist in payroll process and reporting Assist in the End of Year roll over Assist in completing staff leave forms (updating leave balances) Preparing staff payment of Benefits Perform all payroll service duties in the absence of the payroll service officer 	entitlements

Note:

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

Work Complexity

<p>The most challenging duties typically undertaken-;</p> <ul style="list-style-type: none"> Planning, batching and ensuring the time frame of 10th of the following month is met Reconciliation of inter-entity and inter-funds balances Ensure all bank balances for the GF funds are updated by the 15th of the following month

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
<p>External</p> <ul style="list-style-type: none"> FFC FFA creditors Auditors Donors Member Countries Banks local and international 	<ul style="list-style-type: none"> Advice on payments Prepare payments Support in making available requested information for payments and receipting Assist with reporting preparations
<p>Internal</p> <ul style="list-style-type: none"> Executive Management Directors Manager HR Payroll Service Officer All Staff 	<ul style="list-style-type: none"> Assist in providing financial information to Executive to make decisions Provide information on fortnightly payroll Work closely with PSO on payroll services Assist in facilitating and processing payments as well as providing updated information Advice on payments Advice on leave balances Advice on payroll services

Level of Delegation

The jobholder:

Nil.

Person Specification

Essential
Qualification: <ul style="list-style-type: none">• Diploma in Accounting, Commerce or relevant field
Experience <ul style="list-style-type: none">• At least 3 years experience in a related field• Experience in the operation of creditor payment systems internal controls• Financial reconciliation experience
Skills <ul style="list-style-type: none">• Demonstrated ability to communicate fluently both oral and written English• Demonstrated abilities in the use of computer programs (word, excel)• Self- motivated and able to work under limited supervision
Knowledge <ul style="list-style-type: none">• Sound knowledge of Financial Systems (payroll, accounting etc)

This section is designed to capture the expertise required for the role at a 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 specific competencies.

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">• Fully conversant with finance applications
Advanced Level	<ul style="list-style-type: none">• Administrative skills• Computing skills• Analytical skills• Communication skills
Working Knowledge Level	<ul style="list-style-type: none">• Excellent knowledge of financial regulations and policies
Awareness	<ul style="list-style-type: none">• The role of FFA in the Region• SOI, AWPB

Key Behaviours

All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for Managers only)
- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to work in an organized and systematic manner.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/ cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

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. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Approved:

Manager/Supervisor

Date:

Employee

Date:

4. REMUNERATION PACKAGE – TERMS AND CONDITIONS

Duration:	Appointment is for a term of four years and may be renewable for a further term(s) based on the needs of FFA at the time, its funding situation and proven merit and work performance.
Grade:	Appointment will be at the Band 5 of FFA’s authorised salary scale for locally advertised positions.
Salary:	The basic salary range for this position is; <i>Band 5</i> <i>Min. \$60,741.00 Midpt.\$71461.00 Max. \$SBD\$85,753.00</i>
	Commencing salary is normally at 85% of the midpoint of the Band. The Director General may appoint at a higher level of the bottom half of the salary range if circumstances justify.
Term:	Appointment is subject to a satisfactory medical examination, as well as a 6 months’ probationary period. The probationary period may be varied by the Director General. 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.
Superannuation	FFA will make superannuation payment as required by the laws of Solomon Islands.
Insurance:	Limited cover for Personal Accident, Life, and Medical & Repatriation Insurance are provided. Reasonable family medical (including medical repatriation), dental and optical expenses are met.
Annual Leave:	22 working days per annum
Sick Leave	36 working days per annum.
Other	Provisions also exist for family, compassionate, maternity, and special (without pay) leave
Public Holidays:	In accordance with Solomon Islands public holidays.
Leave	Entitled to one return fare a year to their home island for themselves, spouse and dependent children providing they do not already enjoy such an entitlement from another source.
Medical Benefits:	All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses reimbursed, as stipulated under the terms and conditions of the FFA in-house Medical Scheme. FFA medical scheme is covered by insurance

	against exceeding limits.
Definition of Dependent child”	Means a staff member’s unmarried, legally and financially dependent, naturally or legally adopted child who is – (a) under the age of 16 years of age; (b) under the age of 19 years of age if enrolled in, and undertaking full-time studies at a secondary school; (c) under 25 years of age and enrolled in and undertaking full-time study at a university or a tertiary institution; or (d) certified by a Medical Practitioner to be mentally or physically incapacitated
Other Allowances:	Housing Allowance of SB\$48,000 pa. paid at SB\$4,000 per month

* Not applicable to permanent resident or citizen of Solomon Islands.

Solomon Islands nationals should be aware that all allowances and benefits are subject to PAYE tax deductions.

Both men and women are invited to apply.