
Position Description

Vacancy Title: **Finance & Administration Assistant**

Location:

Reports To: **None**

Objective

The role provides support to all divisions to ensure all financial and administrative requirements are addressed, providing financial and procurement, administrative and logistical support (for core and projects) to the SPTO team. The role reports to Manager Finance and Operations.

Outcomes

Organisational Stakeholders

1. Finance function ensured

- **Invoices and Receipts are well managed for the organisation**
 - Assistance provided to the Manager Finance and Operations in raising all invoices and receipting of payments received in a timely manner
 - All invoices and receipts are recorded correctly in the accounting system
 - Assistance ensured in the reconciliation of debtors account and regular follow up for payment
 - All invoices and receipts are properly filed and easily available when required
 - Preparation of banking of cheques and cash received ensured
- **Procurement, Purchase Orders and Payments are managed in a timely manner**
 - Procurement support provided
 - Preparation of Local Purchase Orders (LPO)
 - Local and international payments prepared
 - All payments are processed and in compliance with SPTO's policy and procedures
 - Payment vouchers and cheques are properly verified and authorised as per the SPTO policy and procedures
 - Disbursement of Supplier payments in a timely manner
 - Timely and accurate posting of the expenditure
 - Credit card acquittals and payments prepared
 - All payment vouchers are properly filed and easily available when required
 - Cash advance cheques are properly acquitted
- **Travel is managed efficiently and compliantly with SPTO policies and procedures**
 - All travel is approved and relevant documents submitted to finance for filing
 - All flight quotes are obtained as per the SPTO policy and procedures
 - Per diems / DSAs are calculated correctly and paid to staff in a timely manner
 - All travel advance is properly acquitted by the staff as per the SPTO policy and procedures
 - Assistance provided to Manager Finance and Corporate Services in the posting of Journal entries
 - Relationships with key travel agents developed ensuring good service delivery
- **The audit function of the organisation is supported as required**
 - Effective support for the audit function through the provision of adequate resources, including skilled personnel, budget, reconciliation, scheduling and tools, etc.
 - Improved collaboration and communication between the audit team and other departments to promote prompt resolution of findings and timely implementation of corrective actions.
 - Enhanced effectiveness and efficiency of the audit function through continuous evaluation, performance monitoring, and the use of technology solutions.

2. Efficient Administrative Services Rendered

- Visitors are provided with efficient administrative services at all times
- Telephone calls are screened and proper actions administered
- Administrative and general clerical support to the Manager Finance and Corporate Services provided
 - Support provided for end of financial year closure processes
- Administration of petty cash expenses
- General administrative support provided to all Divisions is efficient and effective
- Assistance provided to the EO office in managing the appointment schedule of CEO
- Leave schedules are efficiently maintained and filed appropriately

3. Teamwork and cooperation

- Cooperation within the finance team and greater function / division ensured
- Cooperation across all functions / divisions of the SPTO
- Work collaboratively achieving the set targets and goals of the division and organisation
- Management/Executives and stakeholders are well-informed
 - Reports submitted in a timely manner to relevant parties
 - Regular contact and meetings with key staff and external stakeholders ensured

4. Organisation's image and value standards demonstrated and promoted at all times

- Collaborate with other teams and relevant stakeholders for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Customer	
Quality Focus	Deliver quality.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance, Business Administration	
Desirable		
Degree	Accounting and Finance, Business Administration	

Work Knowledge and Experience

- At least 1-year relevant work experience in a Finance / Administration role. Prior experience working for a regional organisation, desirable
- Sound knowledge of accounting standards, practices and procedures. Awareness of IFRS Accounting Standards
- Relevant experience in managing procurement, purchase orders, invoicing, payment and other finance processes
- Adequate experience in using MYOB or similar finance software
- Must have the ability to work with minimum supervision and also within a team
- Effective communication, negotiation and facilitation skills
- Computer literate. Particular application and skill in Microsoft software: MS Excel, Word, PowerPoint and Sharepoint
- Demonstrated awareness of Pacific issues / travel / transport systems.
- Proven ability to work under pressure and to tight deadlines
- General administration, filing and data entry skills, with proven attention to detail.

Requirements

Language Proficiency

- Excellent command of both written and spoken English

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Divisional Managers	
	All staff	
External		
	Airline / Travel Agents	
	Vendors	
	Suppliers	
	Banks	
	Statutory Authorities	
	IT Service Providers	
	Debtors	
	FRCS	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Realistic	Shows concern for facts and reality, rejecting the impractical.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 12 Feb 2025