
Position Description

Vacancy Title: **Finance and Administration Officer – (FAO-LDCC) (For Samoan nationals and Permanent Residents Only)**

Location: **Vailima, Apia, Samoa**

Objective

The Finance and Administration will provide support to the Climate Change Resilient Programme's (CCR) work on loss and damage activities for the Pacific SIDS. The role will report to the Loss and Damage Officer.

Outcomes

Organisational Stakeholders

1. Budget Management

Jobholder is accountable for

- Monitor the overall spending in consultation with the project partners teams and relevant SPREP departments
- Ensure spending does not exceed allocated budgets
- Prepare relevant documentation to support the LDCC project reporting to MFAT New Zealand.

Jobholder is successful when

- Budget issues are identified, reported and addressed
 - Expenditures incurred are within budgets
 - A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked
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2. Procurement Management

Jobholder is accountable for

- Update and monitor the overall procurement plan for the project in line with the Agreement.
- Ensure that the procurement of required goods and services comply with general conditions and the special conditions of the Agreement and SPREP's Procurement policy and procedures for all project related activities and those of partners.
- Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of SPREP activities in consultation with the Finance Department.
- Monitor contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation with partners.
- Procure goods and/or services relevant to the LDCC Project.

Jobholder is successful when

- The Procurement Plan is updated to accurately plan for the remainder of the LDCC project.
 - Regular procurement alerts/reminders/ reports are sent out to partners on outstanding procurement activities and issues that require their attention.
 - Procurement activities meet set deadlines and relevant procurement reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and re-contracting.
 - Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.
 - Timely and efficient procurement of goods and services for LDCC project activities.
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3. Financial reporting and documentation

Jobholder is accountable for

- Prepare financial reports for the project as required by the Agreement and financial component of the report to NZ MFAT
- Prepare project financial report on project activities
- Maintain and keep good records and files of all financial documents including supporting documents for all transactions related to the project
- Ensure all required financial records and supporting documents are submitted by National Coordinators and partners in country.

Jobholder is successful when

- Financial report on the project to date is available on time and endorsed by the relevant authorities
 - Financial records and supporting documents (both paper and electronic) for costs incurred under the project are readily available, up-to-date and complete
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4. Project administration and logistical support

Jobholder is accountable for

- Provide operational support to the Project Management Unit (PMU), including logistics for meetings, trainings, and regional missions
- Assist arrange and prepare travel requests, workshop arrangements, and procurement documentation related to national and regional activities.
- Maintain updated records of project activities, communications, reports and outcomes.
- Provide support to the broader Climate Change Resilience Programme on administration, logistics and procurement for CCR events and projects.
- Provide Secretariat support to the LDCC project.

Jobholder is successful when

- Logistics for regional and national workshops, training, events and missions are effectively coordinated with no major issues or delays.
- Accurate and timely travel and logistical documentation is submitted for PMU approval, ensuring protocols and processes are followed and adhered to.
- Project and organisational databases and filing systems are up to date and organised.
- CCR Programme events and activities are adequately supported and executed successfully.

Responsibilities - Key Competencies

Competence

Description

Business

Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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.
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Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification

Discipline

Notes

Preferred

Bachelor Degree	Accounting and Finance, Administration, Project Management
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Work Knowledge and Experience

At least 3 years relevant experience in international donor funded project accounting / project financial and administrative work, preferably in the Pacific region.

Excellent experience in the following: Financial management and accounting with appreciation of policies, systems, processes and databases. Microsoft Office, spreadsheet applications and computerised accounting and finance systems

Excellent experience in office management and providing administrative and logistical support to programmes/projects including management of events and meetings.

Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.

Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands' region, as well as good understanding and appreciation of environmental ethics, values and priorities.

Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project.

Requirements

Regulatory Compliance Requirements

Fluency in English.. Certified qualification and membership from a recognized professional accounting institute (advantage).

Other Required Requirements

Work Complexity

Most challenging duties typically undertaken:

- Maintaining effective administration of project budget and expenditure
- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Project Coordinator and Service Providers.
- Ensuring costs charged to the project are eligible costs under the Grant Agreement.

The position holder:

- Has no delegation of authority

Key Skills / Attributes / Job Specific Competencies

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

Expert level

- Financial and accounting knowledge
- Project financial reporting
- Work programme planning, and budgeting
- Computerised accounting systems Analytical skills

Advanced level

- Analysing financial information
- Understanding of financial policies and procedures
- Interpersonal and communication skills
- Organisational, public relations and problem-solving skills
- Diplomacy and tact with ability to apply discretion when handling sensitive and financial information

Working Knowledge

- Accounting practices
- Financial and procurement system software
- Human resources and corporate policies
- Project management

Awareness

- SPREP Strategic Plan
- SPREP Performance Implementation Plan
- SPREP Annual Work Programme and Budget

Key Behaviours

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

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

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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa

Duration: Appointment is for a term up to end of December 2026. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$46,509 per annum. This will be adjusted to SAT\$52,322 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, 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.

Retirement Age: SPREP's retirement age is set at 65 years.

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

Annual Leave: 15 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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the Samoa legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of two consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

Definitions:

'Dependent' 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.

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.

Interactions

Type	Interaction	Comments
Internal		
	• Climate Change Loss and Damage Project Officer	

Type	Interaction	Comments
	Climate Change Adaptation Adviser.	
	Climate Change Resilience Director and CCR Programme Staff.	
	SPREP Departments (Human Resources and Administration, Finance, Communications and Outreach)	
	All SPREP staff and programmes.	
External		
	NZ MFAT	
	Beneficiary countries and territories	
	National Coordinators in LDCC PICTs	

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

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

Please submit your application online via the following link: <https://jobs.hrmonise.com/details/4650/sprep/FAO>

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: recruitment@sprep.org

Further Contact Information: --

Closing Date: 15 May 2026