

Position Description

Vacancy Title: **Finance Officer - Local Recruitment (Samoan Nationals and Permanent Residents Only)**

Location: **Vailima, Apia, Samoa**

Reports To: **Financial Accountant (v 2.00)**

Objective

To provide accurate and timely financial services and support across all areas of accounting, payroll, procurement, and project finance to ensure compliance, transparency, and efficiency in SPREP's financial operations. Reports to Financial Accountant/Project Accountants.

Outcomes

Organisational Stakeholders

1. Project Accounting and Reporting

- Financial records for assigned projects and programmes are maintained accurately and updated regularly.
- Project expenditure and commitments are monitored and variances are highlighted for corrective action.
- Donor and partner reporting requirements are met within established deadlines.
- Accountable advances are verified, reconciled, and supported with valid documentation.
- Annual project audits are supported through timely provision of reconciliations and audit schedules.

2. Accounts Payable and Receivable

- All invoices and payments are processed accurately and supported by complete documentation.
- Accounts payable and receivable ledgers are maintained and reconciled monthly.
- Vendor and customer information is updated and verified in the Financial Management Information System (FMIS).
- Outstanding invoices are followed up and resolved in accordance with policy.
- Internal controls over financial transactions are applied consistently.

3. Payroll

- Payroll data is verified and processed in line with approved terms and conditions.
- Payments to staff and statutory agencies are accurate and released within deadlines.
- Payroll registers and reconciliations are maintained and reviewed monthly.

4. Budget Monitoring and Financial Analysis

- Expenditure against budget is reviewed and variances are analysed.
- Monthly and quarterly budget monitoring reports are prepared and submitted to the Financial Accountant.
- Budget data for projects and operational activities is updated in the financial system.
- Staff and managers are provided with accurate financial information for decision-making.
- Budget forecasting and adjustments are supported in line with SPREP's Work Plan and Budget process.

5. Risk Management and Compliance

- All transactions comply with SPREP's Financial Regulations, Procurement Policy, and donor requirements.
- Financial risks and irregularities are identified and reported promptly.
- Recommendations for process improvements are proposed to enhance efficiency and accountability.
- Participation in internal reviews and audits is proactive and solutions-focused.
- A culture of accuracy, timeliness, and integrity is demonstrated across all finance activities.

6. General Financial Services

- Support and assistance provided to finance areas for timely and reliable financial services.
- Accounts and Bank Reconciliations conducted on time ensuring high standards.
- Assistance is provided for travel, procurement, and other finance-related transactions.
- Finance records, reports, and supporting documents are prepared and filed accurately.

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.
Information Analysis	Make informed decisions by collecting and interpreting data and information

Competence	Description
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.

Professional

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		
Bachelor Degree	Accounting and Finance	Bachelor degree in Accounting/Finance

Work Knowledge and Experience

Criteria 2: Minimum of 2 years experience in financial and accounting work (New graduates with no work experience but have lots of energy to be driven and shows initiative are strongly encouraged to apply)

Criteria 3: Sound knowledge and understanding of: a. Finance and Accounting policies and processes including experience in computerised accounting systems; b. Project financial analysing and reporting

Criteria 4: Demonstrates a positive approach to continuous learning and development as well as initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision

Criteria 5: Excellent communication skills with high command of spoken and written English with ability to communicate with diverse stakeholders, particularly presentation of financial and accounting information

Criteria 6: Good understanding and appreciation of teamwork and performance culture with a growth mindset and positive attitude to diverse opportunities and challenges

Criteria 7: Demonstrated ability to work with integrity, maintain confidentiality and use discretion when handling sensitive information and shows initiative and ability to be creative and to think outside the box

Criteria 1: A Bachelor degree in Accounting/Finance.

Requirements

Other Required Requirements

Level of Delegation:

- Has no delegation of authority

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:
 1. Environmental Leadership
 2. Service Delivery
 3. Valuing our People
 4. Integrity

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Salary: Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$37,206 per annum. This will be adjusted to SAT\$41,857 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 may be 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum 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 2 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.

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependent' means the spouse and financially 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.

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.

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

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team	Enjoys being with others as part of a group or team.
Oriented	
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

Thinking Styles

Well organised	Controls tasks in a well thought out and critical manner.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.

How To Apply

Please submit your application via the following link: <https://jobs.hrmonise.com/details/4734/sprep/FOSamoa>

Contact for Enquiries

Contact Name: Shinae Sosene-Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 19 Jun 2026