

Job Description – Finance Officer (Livelihood)

TEAM/PROGRAM: Finance

LOCATION: SUVA

GRADE: Level I

INTRODUCTION:

Save the Children International (SCI) is the world's largest independent child rights development organisation, making a difference to children's lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child's right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children's rights in accordance with the United Nation's Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.

ROLE PURPOSE:

The Finance Officer (KANA) is responsible for delivering an effective financial and administrative service in supporting the Finance Manager and Project Manager (KANA) to maintain high quality delivery and mitigate risk under New Zealand's Direct Aid Programme grant in partnership with Save the Children New Zealand - *"Resilience through Knowledge and Action in Agriculture and Food Security (KANA) in Fiji"*.

In addition, the incumbent will be responsible for the day to day financial functions for KANA Project. The Finance Officer's responsibilities will also include accounting and record all financial transactions into the finance system, preparing payments (cash and cheques), meet all financial deadlines as set by Finance Manager, keep financial documents as per the required standards of SC Fiji. Reporting directly to Finance Manager, the FO will provide strong support to both the KANA and the SC Fiji Team, especially with the capacity building of staff to ensure a strong understanding of the financial policies and procedures of the organisation.

SCOPE OF ROLE:
Reports to: Finance Manager

Staff directly reporting to post: None

KEY AREAS OF ACCOUNTABILITY

DELIVERABLES

I. Accounting, Payments and Controls

- To carry out routine financial transactions which support the KANA project activities and to ensure they are properly authorised by the budget holder, fully recorded, and conform to the relevant SC Fiji finance guidelines.
- Assisting the Finance Manager to maintain the General Ledger (GL), posting entries, reconciling accounts to the GL and the GL to the balance sheet
- To manage the day to day and ongoing disbursement of funds by showing carefulness and attention to detail to ensure they are used as agreed, within the finance guidelines and achieve value for money.
- Monitor the expenditures to ensure that project funds are utilized appropriately by the close of each project year.
- To ensure that all the local and overseas payments are accrued and paid as per the regulatory bodies rules and regulation taking into account the relevant tax effects and fees applicable to each transactions
- Monthly reconciliation and adjustment is done before the financial report is generated.
- The project Cash flow to be managed on daily basis in liaison with the Finance manager and the project manager.
- In liaison with the Finance Manager, establish and maintain filing systems as appropriate.
- Create and maintain a cooperative and positive working

- Maintaining the GL, posting entries, reconciling accounts to the GL and the GL to the balance sheet
- Keeping good accountings records and safe guard the integrity of the computerized/Manual accounting system and ensure that records are updated daily.
- Cash flow management, including processing deposits and disbursements, monitoring advances and acquittals, recording transactions, posting to journals and completing bank reconciliations
- Ensuring all expenditure is processed and paid in accordance with SC Fiji procurement guidelines
- Arranging overseas payment, after verification and reconciliation of invoices and charges.
- Arranging Withholding Tax and VAT Reverse Charge for all overseas payment and Provisional Tax for contractors from Fiji Revenue and Customs Services and liaising with bank to get rates and arrange Telegraphic Transfers payments.
- Disburse petty cash /funds for SC Fiji office operations.
- Complete weekly and end-of-month cash counts.

<p>environment, promoting team work and team spirit, participate in decision making and support the SC Fiji team in progressing towards objectives and goals</p> <ul style="list-style-type: none"> • Assisting with year-end closing procedures, in accordance with varying donor regulations, and finalising all financial reporting in compliance with generally accepted accounting principles and procedures (GAAPP) and in preparation for audits • Ensure finance policies and procedures are in place to maintain a well-financially controlled environment, ensuring full compliance by all KANA project team members. • 	<ul style="list-style-type: none"> • Complete bank reconciliation (done on monthly basis) • Pending overseas payment reconciliation (done on monthly basis) • Calculation of accrual entries for pending payment and posting system entries • Reconciliation of pending recharge cost and transfer of funds from specific grants. • Supplier reconciliation and verification of pending payment and open Purchase Orders (PO). • File all financial documents regularly (as soon as they are completed). • Perform backup of financial data on a regular basis. • With the Finance team, provide any logistical support required to ensure the successful implementation of SC Fiji programs; including monthly financial updates for the donor in close liaison with the Finance Manager • Ensure all KANA project staff understand the financial policies and procedures of the organisation and submit travel requests in accordance to the policies and procedures • Report any misuse of organisational assets/resources to the Finance Manager and any misunderstandings of the SC Fiji financial processes and procedures to identify knowledge gaps, and assist with subsequent staff refresher training • Assist with the capacity building of staff to improve knowledge and understanding of all SC Fiji financial and administrative policies and procedures •
<p>2. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Create and maintain a cooperative and positive working environment, promoting team work and team spirit, participate in discussions and support the KANA project team in progressing towards its objectives and goals • Assist with the capacity building of project staff to improve knowledge and understanding of all financial and administrative policies and procedures • Report any misuse of organisational assets/resources to the Finance Manager and any misunderstandings of the financial processes and procedures to identify knowledge gaps, and assist with subsequent Project staff refresher training • Contribute to training on Livelihoods and participation with children, communities, local government authorities, institutions and SC Fiji staff on planned and regular basis • Report to the CEO, and/or Child Safeguarding Focal Points, any violations of SC Fiji personnel policies and Code of Conduct 	<ul style="list-style-type: none"> • Attend relevant trainings, or have other opportunities for building capacity for project team members • Complete a performance appraisal and development plan with the Finance Manager twice per year. • Request coaching, attend relevant trainings, or seek opportunities for building capacity. • Ensure that the KANA Team staff understand and implement organisational policies and procedures, especially relating to operations and finance. • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is followed as required. • Abide by SC Fiji's Code of Conduct, Child Safeguarding Protocol, policy and procedures

<p>3. Budget and Operational Management</p> <ul style="list-style-type: none"> • Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the project Manager on budget expenditures in liaison with the Finance Manager • Ensure that all financial reporting is completed on time and submitted to donors in liaison with both the Project Manager and Finance Manager. • Budget and spending forecasts are proactively and accurately prepared in line with the project teams plan. • All project financial reports prepared in advance to high quality standards in liaison with the Finance Manager • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers; • Ensure SC Fiji financial management systems, processes and controls are adhered to by all KANA team members; • Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers; • Ensure that all organisational policies are understood and being followed by KANA staff. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding Policy, Financial Procedure Policy and Employee Terms and Conditions. 	<ul style="list-style-type: none"> • Be the person in-charge of the project funds and monitor the use of the budget in liaison with the Finance Manager • All travel requests and any other financial requests for the project is undertaken in accordance with the budget lines • Any over and under spending of the project finances are flagged to the budget holder in advance and issues resolved in liaison with the finance manager • Budget versus Actual (BVA) reports are circulated to the project staff on a weekly basis in liaison with the Finance Manager • All relevant SC Fiji financial policies and procedures are complied with by the KANA team; • Budget holders regularly review budget to actual spending and adjust accordingly; • Programme spending proceeds in accordance with planned activities and within anticipated timeframes; • Approved spending is undertaken in accordance with SC Fiji and donor financial policies and procedures. • Asset registers are maintained in accordance with Save the Children and Donor requirements. • Undertake any other duties reasonably assigned by the Finance Manager and the Project Manager.
<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • Build strong relationships with relevant government bodies, and any other key stakeholders relevant to Livelihood • Maintain a firm understanding of all SC Fiji values, programs, goals and advocacy messages to promote the work of SC Fiji accurately to external audiences 	<ul style="list-style-type: none"> • Demonstrated strong relationships (e.g. frequent contact with staff) with all key stakeholders (FIRCA, Department of Immigration and any other stakeholders) established and maintained.
SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice	
<p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Is able to set own goals and objectives. • Demonstrates personal drive and commitment.

<p>Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player and is co-operative. • Easily gains trust and support of peers. • Encourages collaboration.
<p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with Save the Children Fiji policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor's degree in Accounting, Finance, Business Administration or related field essential, and at least 3 years' experience working in an NGO or corporate environment,
- Excellent understanding of financial systems and procedures,
- Experience working in an environment involving high levels of change and complexity, essential.
- Excellent analytical skills; the ability to analyse complex financial data and design/produce effective management information systems
- High levels of computer proficiency and demonstrated experience with computerised accounts packages including MYOB, advanced Excel, PowerPoint, Word and with the MS Office suite in general
- Demonstrate a willingness and commitment to the continuous improvement of skills and obtaining further qualifications
- Prior experience working in a fast paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs
- Strong interpersonal, oral and especially written communication/reporting skills, relationship building skills, and the ability to influence and negotiate with a range of diverse stakeholders
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Commitment to and understanding of Save the Children's aims, values and principles including child rights-based approaches
- Fluency in written and spoken English

Desirable:

- Experience with relevant interagency development frameworks and applying relevant standards in development projects
- Fluency in Fijian and Hindi an asset

- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).

Additional:

- Any offer of employment at Save the Children Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check.
- Employees must sign onto Save the Children Fiji's Child Protection Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance & employment will be measured against KPIs, values and demonstrated behaviours outlined above.

Date of issue: 11 October 2017

Signed: SC Fiji Chief Executive Officer, Iris Low-McKenzie

Signed: Human Resources Manager, Ben Chand