

Job Description – Temporary Finance Officer (TFO)

PROGRAM: Pacific Cash Response Program

LOCATION: SUVA

INTRODUCTION

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights following the United Nation’s Convention on the Child’s Rights. Currently, Save the Children Fiji (SC Fiji) employs 26 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.

During the COVID-19 pandemic crisis in Fiji in 2020, Save the Children generated a fund to support vulnerable families who were most in need and severely affected by COVID-19. At that stage of the pandemic Save the Children was also working towards being “cash ready” in Fiji by meeting the minimum requirements to implement cash and voucher assistance (CVA). Therefore, Save the Children capitalised on the gain of their cash readiness activities and used the funding to provide mobile cash transfers. In 2020, approximately 16,000 HH benefited from the short-term cash response. However, due to the prolonged economic impacts of COVID-19 and the second wave of COVID-19 in Fiji, the economy’s expected recovery has not been realised; therefore, Save the Children is expanding the cash assistance program in terms of targeting more vulnerable households and coverage to complement the recovery effort of the Fiji Government.

ROLE PURPOSE

Save the Children is implementing a Cash and Voucher Assistance (CVA) response to the current COVID-19 crisis, by supporting vulnerable families who have been impacted by the economic downturn with cash transfers. The Finance and Administration Officer will be responsible for financial and administrative support to the project, including budgeting, compliance, forecasts and monitoring of spend. The Finance and Administration Officer will liaise and report to the Chief of Party.

Reports to: Chief of Party, Cash and Voucher Assistance Program, Finance Manager

Staff directly reporting to this post: None

KEY AREAS OF ACCOUNTABILITY

- Work closely with project personnel to monitor all budgets to ensure compliance with the Donor requirements and monitor expenditures to ensure compliance with budgets
- Review variances from the grant contracts to take actions before the reports are sent to the Donors
- Ensure all relevant staff members are informed of the donor requirements and work closely with program and other support functions to ensure compliance
- Maintain and manage the finance and admin filing system to ensure that it provides easy and immediate access to information
- Provides support to program staff on the analysis of Financial Reports as per the project guideline
- Assist the Manager- Finance on allocation, revision and monitoring of funds, budget coding
- Prepares appropriate financial reports as required by the Manager-Finance and Program teams
- Provide admin support in procurement processes and vehicle usage
- Maintain reconciliations of expenditures of projects
- Be part of the Project Audit process
- Ensures the communication of finance policies and procedures within the project, with partners and other stakeholders as appropriate
- Cash flow management, including processing deposits and disbursements, monitoring advances and acquittals, recording transactions, posting to journals and completing bank reconciliations
- Ensuring all expenditures are processed in accordance with SCF procurement guidelines
- Disburse funds for SCF office operations
- Ensure all Project staff understand the financial policies and procedures of the organisation and submit travel requests in accordance with the policies and procedures
- Report any misuse of organisational assets/resources to the Manager Finance and any misunderstandings of the SCF 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 SCF financial and administrative policies and procedures
- Be the person in-charge of the project funds and monitor the use of the budget in liaison with the Chief of Party

- All travel requests or advances 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 Manager-Finance
- Administrative support services relating to scheduling, organising and follow through on logistics for meetings, travel and workshops
- Operational systems and procedures compliant, not limited to reporting of non-compliance and breaches
- Statutory and regulatory compliances ensured – Locally and internationally
- Maintenance of office and its consumables
- Undertake any other duties reasonably assigned by the Finance Manager or CEO

QUALIFICATIONS AND EXPERIENCE

- Have a fair background of financial knowledge and information
- Preferred Certificate or Diploma in Commerce or Accounting from a recognised University
- An understanding of financial systems and procedures in an NGO environment
- 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
- 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 not necessary
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication)

ADDITIONAL INFORMATION

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

outlined above

**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"> • Takes 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 • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required • Demonstrates personal drive and is able to set own goals and objectives
<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, is cooperative and encourages collaboration • Easily gains trust and support of peers
<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 SCF 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

Date of issue: October 2022

Signed: Chief Executive Officer, Shairana Ali

