

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Financial Controller** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

## Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

**The role** – the **Financial Controller** will be responsible for providing both financial and management accounting services.

**The key responsibilities of the role include the following:**

### Financial accounting

- Lead the delivery of all technical accounting services by finance officers and divisional finance staff, including ensuring the accuracy and completeness of income, expenditure, accruals, grantees, recoveries, management fees and other general ledger areas.
- Work closely with divisional finance team leaders to ensure the integrity of data within the finance system as it relates to transactions entered by their staff, especially where projects straddle multiple divisions and programmes.
- Lead in timely monthly general ledger closures for management accounts reporting purposes.
- Contribute to dialogue around the impacts and implications of new or proposed accounting changes, either brought on by new International Public Sector Accounting Standards (IPSAS) or a donor requirement.
- Be responsible for the management of cash balances to ensure sufficient liquidity in all operational bank accounts.

### Management reporting and audit

- Close off the general ledger each month-end and prepare the monthly management accounts for the senior leadership team.
- Lead the year-end closure and corporate audit preparations.
- Perform the preparation and finalisation of the annual financial statements.
- Lead in the management of audit responsibilities. This covers all internal audits, multiple project audits and the annual corporate audit.
- Support the FP&A team on financial analysis and reporting needs.
- Support divisional finance teams in their performance of financial reports for donors and partners, including providing advice and reviewing reports.

### Monitoring, compliance, and risk mitigation

- Perform monitoring reviews and periodic integrity checks on systems and data to ensure controls are adhered to.
- Actively investigate and document instances of internal control weaknesses.
- Take a lead role where required in implementing changes relating to issues raised by external auditors.
- With other senior finance staff, undertake risk mitigation activities as highlighted in the finance risk register.
- Write business rules and guidelines concerning the general accounting functional areas of work and conduct related training.
- Test validity of the value of finance's operational governance framework within its policies, guidelines, and business rules regarding risk mitigation and compliance objectives.

### Shared Services

- Actively participate in shared service programs and activities. This includes contributing to the development of best practice resources and the implementation of a complete training programme.
- Work collaboratively with divisional finance team leaders and other finance staff towards embedding shared services within divisions.
- Contribute to the development of the finance annual business plan. This includes identifying risks and making recommendations to address them.

### People Management

- Creating a team environment that fosters and develops effective working relationships and high performance.
- Managing service levels to stakeholders and customers in a complex operating environment.
- Manage staff performance and support training and development.
- Conduct fair, consistent, timely performance planning and review meetings and encourage open communication to discuss performance.

- Monitor the performance and workloads of staff members to ensure objectives are met.
- Supports the health and safety and well-being of employees in the way they manage and monitor the team.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

## Key selection criteria

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### Qualifications

- Degree in accounting, finance or business administration or equivalent body of knowledge and experience.

### Technical expertise

- At least 10 years' experience and demonstrated competence in same field with at least 5 years in a leadership role.
- Strong analytical ability and demonstrated ability to navigate complex technical issues and to achieve efficiencies.
- Sound collaboration and team working skills
- Advanced Excel skills.

### Language skills

- Fluency in English.

### Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

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**Contract Duration** – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

**Remuneration** – the **Financial Controller** is a band 11 position in SPC's 2025 salary scale, with a starting salary range of SDR (special drawing rights) 4,397-5,400 per month, which converts to approximately XPF 642,655-789,288 (USD 5,848-7,182; EUR 5,385-6,614). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a 10% contribution).

**Languages** – SPC's working languages are English and French.

**Recruitment principles** – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

## Application procedure

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**Closing date:** 27 July 2025 – 11:00 pm (Noumea time)

**Job Reference:** CR000447

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

### Screening questions (maximum of 2,000 characters per question):

1. In your view, why are internal control important for an organization like SPC ?
2. Based on your experience, what particular challenges do you foresee in reshaping existing financial and business process procedures and implementing change successfully?
3. And how would you address above challenges?