

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

*The Pacific Community (SPC) invites applications for the position of **Finance Officer – FSM Enhancing Direct Access Programme** within its Micronesia Regional Office (MRO) located at its regional office in Pohnpei, Micronesia*

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 **Micronesia Regional Office (MRO)** situated in Kolonia, Pohnpei, Federated States of Micronesia (FSM), is the main hub for SPC's projects and partnerships with the Micronesian members of the Federated States of Micronesia, the Republic of the Marshall Islands (RMI), the Republic of Palau, and the United States territories of the Northern Mariana Islands (CNMI), and Guam. The MRO opened in January 2006.

The role – the Finance Officer – FSM Enhancing Direct Access Programme will support all aspects of financial management for the Enhancing Direct Access Programme. This will include programme accounting, audit, budgetary controls and monitoring of financial performance/progress in compliance with SPC and Green Climate Fund policies and procedures. The position will also support training for sub grant recipients and dissemination of information to stakeholders. The Finance Officer will monitor compliance with requirements of SPC and the Green Climate Fund.

The key responsibilities of the role include the following:

Financial planning, monitoring and reporting

- Provide support to the programme coordinator with development of Programme annual budgets, including work plans, operational costs, and specific activities.
- Work closely with Programme team leaders and grant partners in the budget design and preparation.
- Take the leading role in all aspects of financial management of the project including : Financial reporting, cash management, forecasting, monitoring of project executions, financial analysis, ensuring all are in line with SPC and donor requirements and project acquittals reviews.
- Ensures financial transactions comply with SPC's and GCF's Financial guidelines.
- Keeps tabs of payment schedules for procurement, grants and other vendors.

Project financial management

- Assist in the review of finance processes and facilitate all preparations for any project audit and support any external review or evaluation on financial and grant matters.
- Develop a robust and systematic electronic filing system covering all financial documentation.
- Ensure all aspects of a programme financial information including accounting transactions, are accurately captured in the SPC financial system, with any discrepancies corrected in a timely manner.
- Provides feedback on large procurement components in grant proposals received.

Compliance and capacity building

- Participate in the review of finance related procedures and processes.
- Identify and recommend training opportunities for Programme Coordination Unit and stakeholders.
- Where necessary and under the guidance of EDA Programme Coordinator support financial support training to Grantees and key stakeholders in FSM on SPC and GCF processes.
- Work closely with other MRO finance and/or grantees to provide training and capacity building to division staff on finance policies and processes.
- Support development of training materials if required and ensure these are consistent with other training materials developed through shared services or central finance.
- Liaise with auditors to provide required documentation in a timely manner.
- Contribute to the MRO risk management processes, including in the work-planning process, as it pertains to financial and compliance risk, identifying potential risks, such as, irregular expenditures not approved in work plan.

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

Key selection criteria

Qualifications

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

Technical expertise

- At least 3 years' experience and demonstrated competence in a similar role
- Experience in coordination and delivery of financial services including grants to large projects with multiple donor and agency participation
- Understanding of project budgeting, financial reporting, donor reporting, audit requirements
- Experience with use of financial management information systems

Language skills

- Fluent in English (verbal and written)

Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – This vacant position is budgeted until 31 March 2028.

Remuneration – the **Finance Officer – FSM Enhancing Direct Access Programme** is a Band 8 position in SPC's 2025 salary scale, with a starting salary range of 2,639–3,233 SDR (special drawing rights) per month, which currently converts to approximately USD 3,510–4,300. An offer of appointment for an initial contract will be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Federated States of Micronesia; Federated States of Micronesia Nationals employed by SPC in Pohnpei will be subject to income tax.

Benefits for international staff employees based in Pohnpei – SPC provides a housing allowance of USD 1,000–2,000. Establishment and relocation grant, removal expenses, airfares, home leave, medical and life insurance, and education allowance are available for eligible employees and their recognised dependents. Employees are entitled to 25 days of annual 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 bilingualism, 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

Closing date: 15 June 2025 – 11:00 pm (Noumea time)

Job Reference: CR000425

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. Identify three challenges Finance Officers experience when obtaining reports from grantees? List what actions can be undertaken to address these challenges?
2. In compiling quarterly financial reports, updates from other project team members will be necessary. Please identify 2 challenges you may experience in obtaining timely updates from other team members and how would you propose to remediate them.
3. What steps would you take to ensure that project budgets are managed properly by the project coordination unit?