**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Reference |  |
| Job Title” | Accountant – Budget and Reporting |
| Work Unit: | Finance Unit |
| Responsible To: | Finance Manager |
| Responsible For: | Managing the Budget and reporting section of the Finance Unit |
| Job Purpose: | The Budget and Reporting Accountant leads the Reporting section of the Finance Unit which is responsible for financial internal reporting, budget formulation, cashflow and investment management and development of financial policies and procedures. This will include the management of end user capabilities to the FFA financial system. As part of the responsibilities for financial internal reporting, the Budget and Reporting Accountant is also responsible for developing and providing relevant and timely financial management information to assist Divisions with financial planning, decision making and management. |
| Date: | December 2022  |

**FFA Vision and Mission**

**Vision of the Pacific Islands Forum Fisheries Agency**

Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources.

**Mission of the Pacific Islands Forum Fisheries Agency**

Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources.

**FFA Strategic Plan 2020-2025**

**Organization Context**



**Key Result Areas**

The job encompasses the following major functions or Key Result Areas: The performance requirements of the Key Results Areas are broadly described below:

|  |
| --- |
| The job encompasses the following major functions or Key Result Areas:1. Budget Formulation, Forecasting and monitoring
2. Cashflow and Investment
3. Financial internal reporting
4. Review of Financial Policies and Processes
5. Management of end user capabilities to the FFA financial system.
 |

***The performance requirements of the Key Result Areas are broadly described below:***

| **Jobholder is accountable for**  | ***Jobholder is successful when*** |
| --- | --- |
| 1. ***Budget Formulation, Forecasting and monitoring:***
* Be a member of the FFA Budget team and lead the team during budget consultations with Divisional directors and project managers.
* Work with the Finance Manager in delivering:

- advice on complex, financial and budget issues and developments; - the development, compilation and analysis of long and short-term financial plans, strategies and related financial performance indicators. * Monitor FFA budget performance with primary emphasis on revenue collections and donor income receipts.
* Actual Expenditures to be monitored against budget and cashflow availability as per revenues and income receipts
* Provide weekly accurate budget reports to executive, project / budget managers, including revenue collections and donor income receipts.
* Assist Directors and Managers in monitoring budget spending and advise on utilisation issues.
 | * FFA’s Annual Work Programme and Budget is developed accurately according to approved parameters and direction.
* Finance Manager and Director CSD are provided with accurate information to underpin advice to Senior Executive.
* Emerging issues are highlighted early with suggested remedies as required.
* Timely and accurate weekly and monthly financial management reports are circulated to Executive teams, Project / Budget managers
* Significant matters on financial issues and recommendations are clearly provided.
* FFA revenues collection and income is closely monitored to ensure integrity of budget forecast and expenses.
* Issues highlighted by Divisions are addressed satisfactorily
* Budget collection, income, receipts and utilization are within approved parameters throughout the year and/or variances reported and analyzed.
 |
| ***2. Cash Flow and Investment Management**** Ensure FFA cash flow are prudently managed and funds are available on time.
* Bank account structure is managed
* Analysis of investment opportunity for FFA with appropriate recommendations.
* Asset management and protection.
 | * Funds available to meet FFA commitments without disruptions
* Timely and regular assessment of income levels against budgets
* Regular follow up with project teams and donors on expected incoming funds
* Quarterly assessment of investment opportunities and associated risks.
* Investment reports should also include cash flow analysis and status of investments.
* Annual review of asset insurance on an annual basis.
* Oversees the maintenance of the fixed asset register and provides proper recommendations on it handling and security.
 |
| ***3. Financial Internal Reporting:***The overseeing and facilitating the following report:* Weekly budget Vs actual expenditure report
* Weekly budget Vs Actual income report
* Monthly management and executive summary report
* Quarterly fixed assets report including annual fixed asset verification report.
* 6 monthly investment report
* Monthly cashflow reports
* Any other report as directed by the finance manager that will be critical for the executive decision making.
* Work with project accountant to ensure that donor financial reporting requirements are met.
 | * Reports are accurate with recommendations provided
* Weekly reports are provided on the last working day of each week.
* Monthly reports are provided on the 15th of each due month.
 |
| ***4. Review of Financial Policies and Processes:**** Assist the Finance Manager in developing and maintaining of financial guidelines, instructions and documentation for financial systems and activities of FFA and ensure relevant records and documentation are maintained in support of the financial Management area.
* Provide training for Finance staff and where appropriate provide financial training for FFA’s management and staff
* Assist Finance Manager in maintain good working relationships with stakeholders including banks, donors and auditors.
 | * Provides an initial review of the process and performs initial financial testing with recommendations on appropriate actions if required.
* Makes recommendation to the finance manager on internal control strengthen including procedural efficiency.
* When effective training is provided to Finance staff and Management.
* When performance standards are clearly established, understood and met by the Finance team.
* When good working relationships with external bodies are maintained
 |
| ***5. Management of end user capabilities to the FFA financial system:**** In conjunction with Manager Finance and Financial Accountant review, develop and maintain sound financial operating and information systems
* Day-to-day monitoring of financial system ad troubleshoot end user problems.
* Lead in Budget uploads and administer budgeting module.
 | * Financial operations processes are clearly defined, robust internal controls are in place, and the financial information systems (FIS) captures incoming and outgoing financial transactions effectively.
* Financial Information system working effectively across all ledgers and registers.
* Chart of Accounts reflects accurate account structure with systems for debtors and payables, revenue and expenditures.
* Budget worksheets and workflows and authority and approval levels are functioning properly. Budget processes and reports are easy to access and transparent.
 |

**Note:** The above performance standards are provided **as a guide only**.

**Work Complexity**

|  |
| --- |
| Most Challenging duties typically undertaken: * Analysis of complex financial and budget issues with required solutions delivered
* Meeting demanding deadlines for accounts and budget outcomes i.e. FFC and year-end deadlines.
* Budget preparations and budget management.
* Timely submission of internal financial reports
 |

**Functional Relationships**

|  |  |
| --- | --- |
| **Key internal and/or external contacts** | **Nature of the contact most typical**  |
| ***External***  |  |
| * Forum Fisheries Committee and Audit Committee
* FFA Creditors and Auditors
* Donors and Member Countries
* Banks and other institutions
 | * Advice and assistance in payments
* Key documents
* Member Contributions
* Accounting and Reporting
* Systems upgrades and management
 |
| ***Internal***  |  |
| * Executive Management
* Director CSD and Manager Finance
* Directors and staff
 | * As described in Work Duties
 |

**Level of Authority**

|  |
| --- |
| **The jobholder-:*** Approved Payment Vouchers and payment authorization – up to USD100,000
* Co-Signing of cheques – up to USD200,000
 |

**Person Specifications**

|  |
| --- |
| *Essential Selection Criteria*  |
| ***Qualifications*** |
| 1. A Degree in Accounting, Financial Management or a related field
2. A Certified Public Accountant from a recognised institution
 |
| ***Essential Knowledge and Experience***  |
| 1. would be preferred.
2. At least five years’ experience in management and financial accounting.
3. Proven knowledge and experience in financial systems, budget preparations and monitoring of cash flow and investments.
4. Demonstrated experience in managing a financial accounting system
5. Demonstrated ability to work to deadlines especially as it relates to financial analysis and analytical reporting.
6. Demonstrated ability to communicate fluently in English with staff, management and other stakeholders and to influence others to take a certain action
 |
| ***Desirable*** |
| 1. Experience in working with regional organisation or another CROP agency similar to FFA  |

**Key Attributes and Skills**

The following levels would typically be expected from 100% fully effective level

|  |  |
| --- | --- |
| **Level**  |  |
| **Expert** | * Financial management skills and knowledge of Financial principles
* Knowledge of FFA financial regulations and Finance Manual
* Knowledge of FFA corporate processes, policies and procedures including budget formulation, development, monitoring and reporting
* Knowledge of current international accounting and auditing standards and practices and developments in financial accounting and management.
 |
| **Advanced** | * High level conceptual and analytical skills
* High level understanding of relationship between the position and Member countries and stakeholders as well as the functions of FFA
* Advanced organizational and coordination skills
* Advanced work-planning and supervisory skills
* Ability to formulate, develop, write and interpret policies, procedures and instructions.
 |
| **Working Knowledge** | * Good oral and written communication skills in English.
* Ability to create and maintain good working relationships with internal and external stakeholders.
* Good representation and presentation skills.
* Regional agreements and Fisheries Roadmap
* FFA Strategic Plan and FFA Business Plan
* FFA Treaties e.g. UST
 |
| **Awareness** | * Sensitivity to cultural differences and gender equality
 |

**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* Commitment/ Personal Accountability
* Professional/Technical Expertise
* Teamwork and Customer Focus
* Effective Communications & Relationships
* Leadership, Coaching and Development (for those in supervisory posts only)
* Strategic Perspective (for those in supervisory posts only)

*From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*