

FINANCIAL ACCOUNTANT

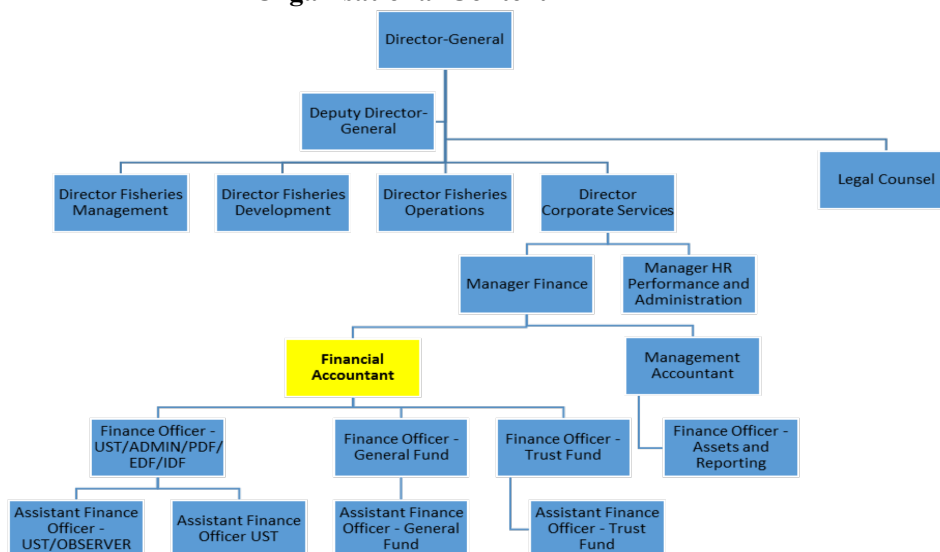
Job Identification

Job Reference	
Job Title	Financial Accountant
Work Unit	Finance Section
Responsible to	Finance Manager
Responsible for	To provide relevant and timely financial accounting information to ensure the Agency meets all financial management and audit requirements; and to assist Divisions and the senior executive with their budgeting, financial planning, reporting and program decision making. Implementing International Public Sector Accounting Standards (IPSAS).
Job Purpose	The Financial Accountant is the Team Leader of the Financial operations side of the Finance Unit which will be responsible for much of the day-to-day financial operations management of the FFA. The Financial Accountant is also responsible for the presentation and clearance of the annual Audited Accounts.
Effective Date	

High-Level Direction

The incumbent requires a sound understanding of the policy guidance within the FFA Strategic Plan 2014 – 2020 and the Roadmap for Sustainable Pacific Fisheries (as endorsed by Leaders in 2015). Strong engagement with the FFA's three-year rolling Statement of Intent is required especially in helping to formulate the Annual Work Program and Budget (AWPB) and the Revised Budget each year. In meeting audit and reporting requirements, the incumbent is expected to have a detailed working knowledge of the FFA's Financial Regulations (updated November 2016), IPSAS, the FFA Corporate Governance Policy (December 2016), FFA's Financial Procedures manual (2017) and other key policy documents.

Organisational Context



Key Result Areas

The job encompasses the following major functions or Key Result Areas:

- Effective day-to-day Financial Management and Preparation of Annual Accounts, Budget support, including for Budget Formulation and Forecasting and the provision of Donor reports- this may involve:
1. Reporting and Preparation of Annual Accounts
 2. Managing and trouble-shooting within the Financial Operations Team
 3. Budget Monitoring by program and donor with sound Financial Reporting
 4. Assisting with Policy reviews and document storage and retrieval, as required.

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Reporting and Preparation of Annual Accounts</p> <ul style="list-style-type: none"> • Oversight the preparation of the Annual accounts in accordance with FFA Financial regulations, IPSAS and Financial Procedures Manual. • Be the front-line contact on external auditing requirements. • Assist in providing data and information for the preparations of FFA Annual Reports especially as it relates to the financial performance of the Agency 	<ul style="list-style-type: none"> • Annual Accounts are presented in timely fashion, signed-off by Director General with an Unqualified opinion of FFA Audited Accounts issued in a timely manner • Issues identified by auditors responded to with management endorsement of actions within required timelines • Financial Regulations are updated, understood and adhered to by all staff. • Provision of timely and accurate data for all reporting needs.
<p>2. Managing and troubleshooting within the Financial Operations Team</p> <ul style="list-style-type: none"> • Effective leadership and engagement with the Financial Operations Team and orderly achievement of the day-to-day financial accounting processes <ul style="list-style-type: none"> • Oversight of Payroll and Creditor functions • Contract administration • Debtor receipting and banking • Ledgers – FFA output accounting and reconciliations • Assets management • Project/Donor, special purpose and trust accounting and administration • Provide on-the-job training for Financial Operations staff and where appropriate provide financial training and advice to FFA's management and staff. • Maintain effective working relationships with staff and relevant external bodies (e.g., Banks, Donors and other stakeholders including Auditors). 	<ul style="list-style-type: none"> • Clear sense of purpose and teamwork evident within Operations Team • Maintenance of timely and high-quality Individual Performance agreements in Consultation with MHRPM. • Financial operations activities clearly defined with internal controls in place and accounts managed to agreed service levels. • Accurate Asset Register • Financial Information systems capture and report transactions effectively. • Capable well-trained staff that are able to perform their duties, with reduced errors in performance of work • Effective working relationships maintained especially with External Auditors • Ensuring accurate invoicing and accounting of member Contributions.

<p>3. Budget Monitoring by program and donor with sound Financial Reporting;</p> <ul style="list-style-type: none"> • Produce accurate and timely Program and individual donor and activity reports • Assist in the development of the Annual Work Programme and Budget, including for the Finance Section • Contribute as a member of the AWPB team. • Provide relevant and timely financial information and reports to managers, including the Monthly report. • Assist Finance Manager in monitoring budget spending and advice on issues arising out of budget utilisation. • Provide timely advice on cash flow sufficiency, and revenue/expense issues. • Assist the Finance Manager in Overseeing the development, compilation and analysis of the FFA financial policies plans, strategies and related financial performance indicators. • Undertake the more complex financial analysis tasks and resolution of complex enquiries and issues, and offer advice to Management as required. 	<ul style="list-style-type: none"> • Timely and accurate financial advice and donor reporting is provided to Divisional Output Managers for decision making, with minimal revision required. • Annual Work Programme and Budget supported by accurate data provision. • Work of the Finance section reflected in and supported by AWPB outputs and outcomes. • Timely and accurate weekly and monthly budget information underpins effective decision-making by senior management. • Invoicing of existing donor programs and new funds incorporated in timely fashion • Contribution evident to effective management of all financial resources.
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Jobholder is accountable for	Jobholder is successful when
<p>4. Effective support for Financial Policies reviews and document storage:</p> <ul style="list-style-type: none"> • Assist the Director Corporate Services and the Finance Manager in developing and maintaining financial guidelines, instructions and documentation for financial systems and activities of FFA • Ensure relevant financial records and documentation are maintained and retrieved as required, in accordance with FFA Policies. 	<ul style="list-style-type: none"> • Accurate support to the DCS, Finance Manager and Management Accountant is provided that leads to timely amendments and updating of policies and processes. • Financial records and documents are up to date and accessible to staff when required in accordance with the FFA Document Storage and Retrieval Policy.

Note

The above performance standards are provided **as a guide only**. The precise performance measures for this position will need further discussion between the jobholder and Forum Fisheries Committee as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken:

- Delivering the Annual Accounts and securing External Audit sign-off.
- Producing accurate donor reports at short notice
- Undertake analysis of complex financial accountants issues, tasks and enquiries and provide solutions to these issues
- Managing the Operations team, including Performance Management, training and motivation.
- Acting in the absence of the Manager, Finance and or Budget Accountant.

Functional Relationship

Key internal and/or external contacts	Nature of contact most typical
<i>External</i> <ul style="list-style-type: none"> • FFA Creditors • Auditors • Donors • Member Countries • Banks - local and internationals • Valuers 	<ul style="list-style-type: none"> • Advice and assistance in invoicing and payments • Account management • Financial analysis • Following up Member Country financial Contributions & Reporting • Answering inquiries and requests for information • IPSAS Policy issues. • Asset management policy and valuation.
<i>Internal</i> <ul style="list-style-type: none"> • Manager Finance • Executive Management including DCS • Directors • All Staff both professional and local support staff 	<ul style="list-style-type: none"> • Explaining the Annual Accounts • Providing timely financial advice in response to staff inquiries at all levels • Facilitate and process payments and reporting on account balances etc. • Providing reports, advice and accurate data to Directors and Managers • Provide complex advice on difficult accounting matters including IPSAS.

Level of Delegation

The jobholder is authorised to:

- Co-sign cheques up to USD100,000
- Co-sign Special Purpose and Trust Account cheques up to USD100,000

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications, Skills, Knowledge and Experience

Essential
<p>Qualifications:</p> <ul style="list-style-type: none">• Degree in Accounting• Current membership of a recognised professional accounting body as a professionally qualified accountant. (CPA or Chartered Accountant). <p>Experience:</p> <ul style="list-style-type: none">• At least 3 years' senior level financial accounting experience with at least 3 years IPSAS application• At least 3 years' experience in the preparation of annual budgets for an organisation similar in size to FFA• At least 3 years' hands-on experience in the preparation of financial and statutory reports for audit.• At least 3 years' experience in the development and administration of financial policies and procedures.• Proven experience in training and development of staff in accounting and finance. <p>Skills:</p> <ul style="list-style-type: none">• Demonstrated high level skills in the use of financial management information systems• Proficient in Microsoft Office suite especially in spreadsheet and word-processing programs• High level oral and written communication skills• Demonstrated interpersonal skills and ability to engage effectively in a diverse workplace and promote gender issues.
Desirable
<p>High –level working knowledge of Finance One or equivalent Accounting systems</p> <p>Understanding of funding arrangements for regional organisations</p> <p>Sound communication, teamwork and people-management skills</p> <p>Ability to work effectively in difficult conditions and able to meet deadlines</p>

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Level	
Expert Level	<ul style="list-style-type: none">• Excellent Financial report writing skills• Excellent analytical skills to interpret large financial information• Capacity to understand financial systems and processes in place in FFA• Understanding of Budget process
Advanced Level;	<p>Ability to lead and supervise staff Ability to manage, organise and coordinate multiple functions, work-flows and staff to meet objectives, outputs and deadlines Highly developed financial accounting, planning and implementation skills Knowledge and understanding of donor funding requirements for disbursement of funds and reporting Good knowledge of IPSAS and current international accounting and auditing standards and practices and developments in financial accounting and financial management Cultural and gender awareness including as reflected in FFA member countries</p>
Working Knowledge	<ul style="list-style-type: none">• Knowledge and understanding of FFA Strategic Outcomes, Statement of Intent and Annual Work Programme and Budget The contribution of the position to the work of the Agency

Employees are expected to embrace and demonstrate the following Key Behaviours

- Commitment/Personal Accountability
- Professionalism/Technical Expertise
- Teamwork and Leadership
- Gender and Diversity awareness
- Customer Focus
- Effective Communication & Stakeholder Management
- Training, Coaching and Development of staff
- Strategic sector-wide outlook

Personal Attributes

- Relevant Qualifications
- High-level Analytical Skills
- Sound Communication Skills
- Results orientation with strong time-management and organisational skills
- Ability to manage and work well in multi-disciplinary and multi-cultural teams.
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and respects gender and diversity
- Ensures understanding and engagement with change processes.