

FINANCIAL ACCOUNTANT

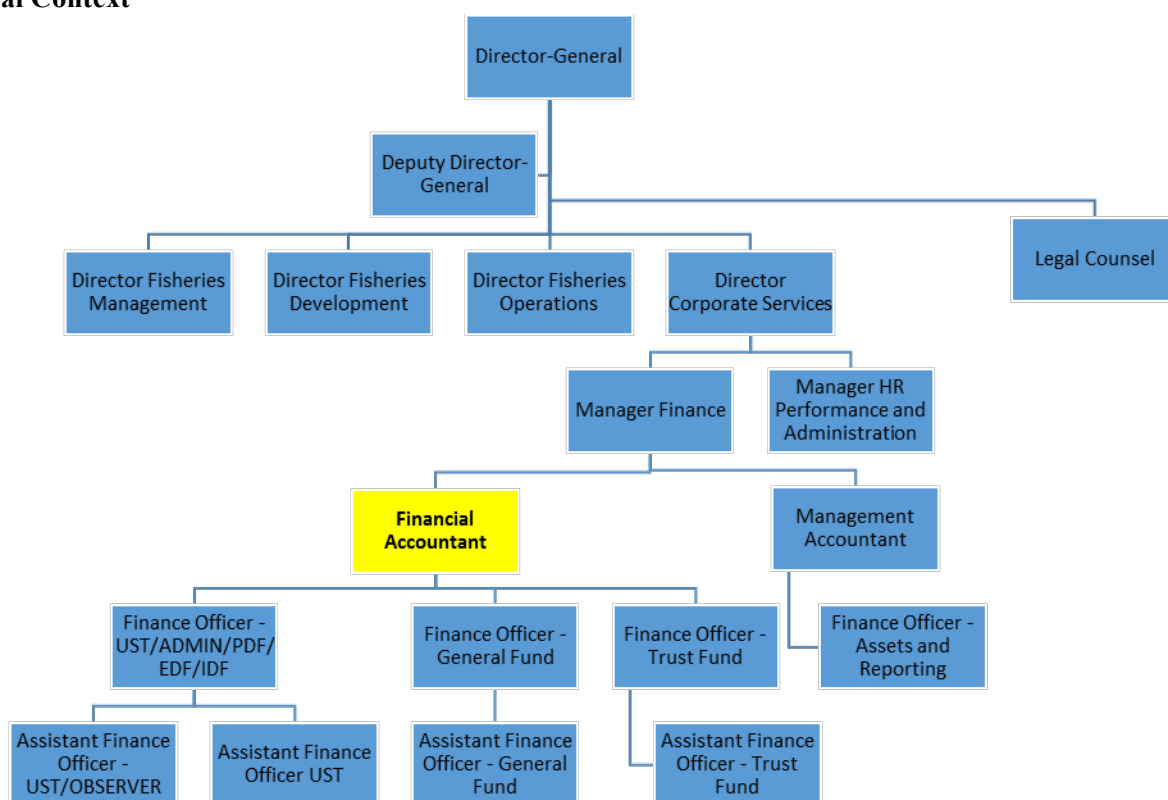
Job Identification

Job Reference	
Job Title	Financial Accountant
Work Unit	Finance Section
Responsible to	Director Corporate Services through the 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. A thorough knowledge of IPSAS is essential.
Job Purpose	The Financial Accountant is the Team Leader of the Financial operations side of the Finance Unit which will be responsible for most of the external financial reporting needs of FFA, with the Audited Accounts being one of its major outputs.
Effective Date	

High-Level Direction

The incumbent requires a sound understanding of the policy guidance within the FFA Convention (1979), 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 Financial Management and Budget support, including for Budget Formulation and Forecasting - this may also involve:

1. Budget Monitoring
2. Advising and trouble-shooting with the Financial Operations Team
3. Financial Reporting
4. Reporting and Preparation of Annual Accounts
5. Assisting with Policy reviews as required.

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Effective Budget support for Budget Formulation and Forecasting</p> <ul style="list-style-type: none">• Assist in the development of the Annual Work Programme and Budget, including for the Finance Section• Assist in the development, compilation and analysis of FFA short-term and long term financial plans, strategies and related financial performance indicators• Contribute to the achievement of the Corporate Services Division's and FFA's objectives and outputs by providing financial accounting services support and advice as part of the Budget team.• Assist the Finance Manager in Overseeing the development, compilation and analysis of the FFA long- and short-term financial 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">• Annual work programme and budget accurately reflect Agency activities and outcomes• Work of the Finance section reflected in and supported by AWPB outputs and outcomes.• Timely and accurate information underpins effective decision-making by senior management.• New donor programs incorporated in timely fashion and financial resources managed effectively.• Management advised of issues and trends in timely fashion.
<p>2. Assist in the budget monitoring process:-</p> <ul style="list-style-type: none">• Assist Finance Manager and Management Accountant with monitoring of financial performance of FFA and its outputs, and 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 advice on the status and use of agency resources especially as it relates to financial resources• Provide timely advice on cash flow sufficiency, and revenue/expense issues.	<ul style="list-style-type: none">• Timely and accurate financial advice is provided to Output Managers for decision making• Deadlines are met• FFA commitments are forecasted and are met through sound cashflow monitoring• Surplus funds identified and managed in optimum fashion.
<p>3. Effective engagement with the Financial Accounting Operations Team and achievement of the work programme</p> <ul style="list-style-type: none">• In liaison with the Management Accountant, oversee the financial operations activities including the development and maintenance of	<ul style="list-style-type: none">• Financial operations activities clearly defined• Internal controls are in place and support the work of the section• Financial Information systems capture transactions effectively and efficiently

Jobholder is accountable for	Jobholder is successful when
<p>sound financial operating and information systems as follows</p> <ul style="list-style-type: none"> ○ Payroll ○ Creditors ○ Contract administration ○ Debtor, receipting and banking ○ Ledgers – FFA output accounting ○ Project accounting ○ Assets management ○ Project/Donor, special purpose and trust accounting and administration <ul style="list-style-type: none"> • In liaison with the Manager Finance, manage activities, staff and resources of the Financial Accountant unit of the Finance team • 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"> • Accurate information provided to underpin external reporting requirements. • Work Program for the section is achieved within timelines • Staff Key Result Areas are clearly defined and aligned to objectives • Staff and management have increased understanding of processes, policies and procedures • Capable staff that are able to perform their duties • Reduced errors in performance of work • Effective working relationships maintained
<p>4. Reporting and Preparation of Annual Accounts</p> <ul style="list-style-type: none"> • Assist in the preparation of the Annual accounts in accordance with FFA Financial regulations, IPSAS and Finance Manual. • Be responsible for compilation of monthly financial performance reports. • 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 • Facilitate external audit process and required corporate follow-up 	<ul style="list-style-type: none"> • Financial Regulations are understood and adhered to. • Financial reporting and audit requirements are met- e.g. 3 months after financial year. • 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.
<p>5. Effective support for Financial Policies reviews:-</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 and ensure relevant records and documentation are maintained as required. 	<ul style="list-style-type: none"> • Accurate support to the Finance Manager and Management Accountant is provided that leads to timely amendments and updating of policies and processes. • Financial guidelines, instructions, records and relevant documents are up to date and accessible to staff when required.

Jobholder is accountable for	Jobholder is successful when
	<ul style="list-style-type: none"> • External audit satisfied with quality of internal controls.

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:

- Undertake analysis of complex financial accountants issues, tasks and enquiries and provide solutions to these issues
- Meeting demanding deadlines for accounts preparations as per requirement for year-end (3 months after each financial year)
- Provision of timely financial advice on an ad-hoc basis
- Act in the absence of the Manager, Finance

Functional Relationship

Key internal and/or external contacts	Nature of contact most typical
External <ul style="list-style-type: none"> • FFC • FFA Creditors • Auditors • Donors • Member Countries • Banks local and internationals 	<ul style="list-style-type: none"> • Advice and assistance in invoicing and payments • Account management • Financial analysis • Following up Member Country Contributions Reporting • Answering inquiries and requests for information • IPSAS Policy issues. • Asset management policy and valuation.
Internal <ul style="list-style-type: none"> • Executive Management • Directors • All Staff both professional and local support staff 	<ul style="list-style-type: none"> • Providing timely financial advice and information 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
Qualifications: <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). Experience: <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. Skills: <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 multicultural workplace
Desirable
Good working knowledge of Finance One or other Accounting systems Understanding of funding arrangements for regional organisations Ability to work effectively in difficult conditions and able to meet deadlines

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• Excellent knowledge and understanding of financial systems and processes in place in FFA• Understanding of Budget process

Advanced Level	<ul style="list-style-type: none"> • Ability to manage, organise and coordinate multiple functions, work-flows and staff to meet objectives, outputs and deadlines • Ability to lead and supervise staff directly and indirectly (supervisory skills). • 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.
Working Knowledge	<ul style="list-style-type: none"> • Cultural and gender awareness including as reflected in FFA member countries
Awareness	<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

Key Behaviours

Employees are expected to embrace and demonstrate the following Key Behaviours

- Commitment/Personal Accountability
- Professionalism/Technical Expertise
- Teamwork
- Gender and Diversity awareness
- Customer Focus
- Effective Communication & Stakeholder Management
- Leadership
- Training, Coaching and Development of staff (where applicable)
- 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 engenders morale by displaying open, transparent and credible behaviour
- Respects gender and cultural differences
- Embraces diversity to foster teamwork and enhanced outcomes
- Ensures understanding and engagement with change processes.

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.