



PACIFIC ISLANDS FORUM SECRETARIAT
Excelling Together for the People of the Pacific



PACIFIC ISLANDS FORUM
40th Anniversary 1971-2011

PACIFIC ISLANDS FORUM SECRETARIAT

Applicant Information Package

Finance Clerk
June 2017

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A. ABOUT THE PACIFIC ISLANDS FORUM SECRETARIAT

The information offered in this package is for information only. It does not necessarily form part of the employment contract.

The member states of the Pacific Islands Forum are Australia, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The Pacific Islands Forum Secretariat was established in 1972. The organisation currently employs 96 staff. The **Forum Secretariat's** mission is to support Forum Members undertake deeper forms of regionalism to further economic growth, sustainable development, good governance and security.

Achieve this through policy advice, coordination and implementing the decisions of Forum Leaders. (PIFS' Results Framework 2016 - 2018)

The Leaders' Vision:

Our Pacific Vision is for a *region of peace, harmony, security, social inclusion, and prosperity, so that all Pacific people can lead free, healthy, and productive lives.*

(Framework for Pacific Regionalism 2014)

In delivering its vision, the Secretariat will strive for professional excellence while demonstrating personal leadership. It will be responsive to the needs of its stakeholders and will excel within a caring and innovative environment.

B. JOB DESCRIPTION

Position Identification:

Job Reference:	
Job Title:	Finance Clerk
Work Unit:	Finance
Responsible To:	Financial Accountant
Responsible For:	Nil
Job Purpose:	This job exists to raise invoices, manage inventory and provide administrative support to the Financial Services Team
Date:	May 2017
PIFS Job Band:	Band 4 - FJD14,603 – FJD21,904

Organisation Background

Founded in 1971, the Pacific Islands Forum is the region's premier political and economic policy organisation. The Forum Leader's Vision is for a region of peace, harmony, security, social inclusion and prosperity, so that all Pacific people can lead free, healthy, and productive lives. The Pacific Islands Forum works to achieve this by fostering cooperation between governments, collaboration with international agencies, and by representing the interests of its members.

The work of the Forum is guided by the Framework for Pacific Regionalism which was endorsed by Leaders in July 2014. It sets out the strategic vision, values, objectives and approaches to achieve deeper regionalism in the Pacific. Pacific regionalism is recognized by leaders as:

The expression of a common sense of identity and purpose, leading progressively to the sharing of institutions, resources, and markets, with the purpose of complimenting national efforts, overcoming common constraints, and embracing sustainable and inclusive development within Pacific countries and territories and for the Pacific region as a whole.

The Pacific Islands Forum Secretariat is mandated to coordinate the implementation of Forum Leader's decisions.

The Secretariat operates on the basis of the Strategic Results Framework. This Framework, which outlines Key Result Areas, is reviewed on a quarterly basis by the Senior Management Team and endorsed annually by Members attending the Forum Officials Committee budget session.

The Results Framework for 2017 focuses on three Key Result Areas (KRAs): (i) Prioritising the Regional Agenda; (ii) Implementing Framework Initiatives; and (iii) Corporate efficiency and accountability. Each KRA comprises a set of Sub KRAs and under these, specific Output Areas. Each Output Area has a team leader and an assigned team of staff.

Policy & Position Context

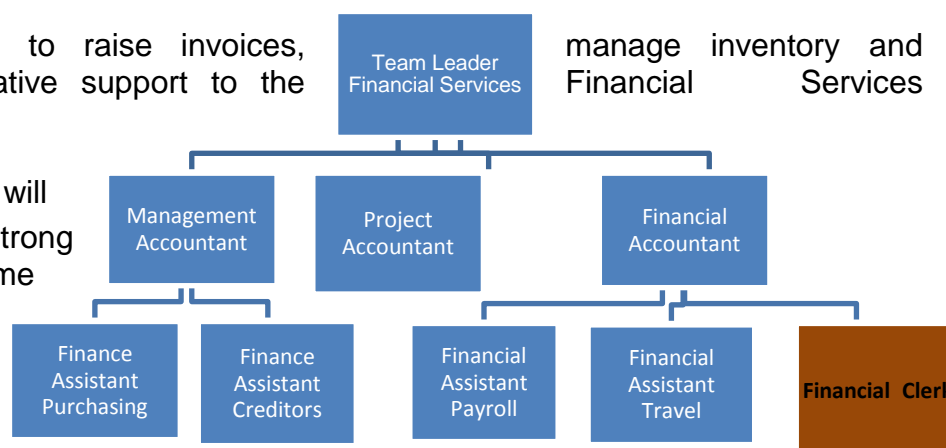
The Finance Clerk is based at the Finance Team and reports to the Financial Accountant. The Financial Accountant is allocated as supervisor for the sub KRAs managing deliverables with the support of Finance Clerk.

Finance Clerk is to raise invoices, provide administrative support to the Team.

Team Leader
Financial Services

manage inventory and
Financial Services

The Finance Clerk will have strong organisational, time management, and communication skills.



Will work closely with a range of internal and external customers and stakeholders and will be adept to providing exceptional customer service to these partners ensuring documentation received on time to ensure monthly deadlines are met.

Position Accountabilities

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

- Invoices
- Telephone / Fax Reallocations
- Inventory Management
- Filing and Administrative Support
- Other duties

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

Jobholder is accountable for	Jobholder is successful when
1. Invoices <ul style="list-style-type: none"> ▪ Raising and distribution of recurring monthly invoices for rentals by the 3rd working day of each month ▪ Raising and distribution of electricity invoices to tenants by the 10th working day of next month on the basis of meter readings from property division ▪ Raising one-off invoices to staff, donors and partners when requested and on the basis of appropriate supporting documentation ▪ Ensuring journal entries for all invoices are prepared, cleared and posted prior to distribution thereof ▪ Maintenance of the master invoices file 	<ul style="list-style-type: none"> ▪ Targets noted in column 1 are met. ▪ Invoice entries are accurate and fully supported with relevant documentation.
2. Telephone / Fax Reallocations <ul style="list-style-type: none"> ▪ Preparation of telephone/fax extension journals for entry into finance system by COB of 2nd working day of next month ▪ Distribution of telephone/fax listings to all staff by 3rd working day of next month for identification of personal & business calls ▪ Maintaining a list of outstanding telephone/fax listings from staff, and regular following up to ensure all outstanding listings are received ▪ Preparation of cost reallocation journals on the basis of telephone/fax listings received from staff ▪ Liaising with Finance Assistant – Payroll to ensure that personal call deductions from payroll are effected 	<ul style="list-style-type: none"> ▪ Targets noted in column 1 are met. ▪ Outstanding telephone/fax listings from staff do not exceed 2 month aging.

Jobholder is accountable for	Jobholder is successful when
3. Inventory Management <ul style="list-style-type: none"> Ensuring all stock transfer forms are received from property services and IT services prior to COB on the last day of each month Carry out stock takes for flash drive stocks and liquor stocks on the first day of each month Ensure all stock discrepancies are cleared and stock movements are fully reconciled and updated in NAV by 3rd working day of next month Ensure all stock journals are prepared and posted by 4th working day of each month 	<ul style="list-style-type: none"> Targets noted in column 1 are met. NAV stock balances reconcile at month end with nil re-work required during month end close off process.
4. Filing <ul style="list-style-type: none"> File all payment vouchers, journals and invoices on a daily basis Ensure all payment vouchers are stamped "PAID" before filing Ensure all relevant attachments are filed with payment vouchers, journals and invoices Ensure filing is in sequence Administrative and general clerical support to the Team Leader Financial Services and the Financial Services team as required Ordering of consumables and maintaining appropriate consumable stocks Carrying out other secretarial or administrative duties as requested by the Team Leader Financial Services. 	<ul style="list-style-type: none"> Filing systems are well maintained Files are neat and kept up to date Sufficient stocks of consumables are available when required
5. Other Duties <ul style="list-style-type: none"> Fill in for other finance staff who are unavailable or on leave Carry out any other reasonable task as requested by immediate supervisor 	

Note

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Ensuring documentation received from other stakeholders (Property Services & IT Services) on time to ensure monthly deadlines are met.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">▪ Suppliers	<ul style="list-style-type: none">▪ Giving/receiving information, explaining things, liaising, resolving minor conflicts, negotiating.
Internal <ul style="list-style-type: none">▪ Finance Team▪ Secretariat Staff	<ul style="list-style-type: none">▪ Courtesy, giving/receiving information, explaining things, advising, gaining co-operation, facilitating, resolving minor conflicts, mediating, negotiating.

Level of Delegation:

The jobholder:

- does not manage any budgets
- cannot authorise any costs
- cannot sign standard letters on the Secretariat letterhead.

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) 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

Essential:	Desirable:
<ul style="list-style-type: none">▪ Good pass in Fiji School Leaving Certificate including accounting	<ul style="list-style-type: none">▪ Tertiary Certificate in Business Related Field

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">▪ Prior experience in a clerical or administrative role▪ Excellent PC based computer skills▪ Good communication skills▪ Must be a team player	<ul style="list-style-type: none">▪ Ability to learn tasks fast and get work done efficiently and within time frame specified.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none">▪ Aptitude for the provision of high quality service;▪ Ability to meet deadlines;
Advanced level	<ul style="list-style-type: none">▪ A flexible approach and a willingness to assist with a variety of other tasks within the Secretariat.
Working knowledge	<ul style="list-style-type: none">▪ A high level of interpersonal skills and cultural sensitivity;▪ Ability to set priorities successfully working with minimal supervision
Awareness	<ul style="list-style-type: none">▪ Ability to work well with the Corporate Services team and with other Secretariat staff;▪ Excellent oral and written communication skills

Key Capabilities

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

- Planning and Prioritising
- Communicating with Purpose
- Leading and Collaborating
- Applying Critical Thinking
- Developing & Strengthening Relationships
- Delivering Value

Personal Attributes

- Medically and physically fit for duties
- Culturally sensitive
- Willingness to travel economy class

Change to Job Description:

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. Such change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

C. REMUNERATION INFORMATION

The Forum Secretariat is part of the participating CROP agencies that have agreed through their governing councils to standardise employment conditions. Outlined in this section are the conditions, benefits & entitlements that accrue to the position of Finance Clerk and the principles these conditions are based on.

Contract Term

- *Principle:* To ensure recruitment and retention of the best person for the position
- *Practice:* The successful candidate will be entitled to a contract term that is subject to a satisfactory medical examination, performance during a six-month probation period, funding, and the need for the position.

Working hours

- *Principle:* To ensure that the minimum legal standard is met.
- *Practice:* Normal working hours are 37 hours per week with the official office hours being:
Monday – Thursday: 8:30am – 5:00pm
Friday: 8:30am – 4:30pm.

Salary

- *Principle:* To ensure relative worth of similar positions across CROP agencies is maintained and consistent with the market, a sample of positions across participating CROP agencies are validated and sized to ensure equivalent salaries are paid for equivalent jobs.
Salaries for all Secretariat positions that are advertised locally, are assessed annually and compared to organisations that pay staff at 10% above the upper quartile of the Fiji All Organisations market.
- *Practice:* This position is placed at Band 4 and the starting salary will be in the range of **FJD 14,603 to FJD 16,428** per annum. The salary on appointment is expected to commence at the lower end of the range.

Superannuation

- *Principle:* To provide the minimum legal requirement of the host country.
- *Practice:* This entitlement amounts to the minimum Employer Contribution rate as provided in the Fiji National Provident Fund Act, which will be paid as a cash supplement to salary or to a nominated superannuation fund. For Fiji citizens this will be paid to the Fiji National Provident Fund.

Health/Life Insurance

- *Principle:* To provide standard health insurance.
- *Practical:* Health insurance covering local medical consultation, pharmaceutical benefits and overseas medical treatment (subject to certain conditions) and term life insurance equivalent to three times the base salary is provided for staff.

Annual Leave

- *Principle:* To provide for recuperation and recreation.
- *Practice:* The entitlement for annual leave is 18 working days per annum.

Sick Leave

- *Principle:* To provide for leave for illness or accident.
- *Practice:* The allocation for sick leave is 21 days per annum.

Tax Status

- *Principle:* To meet the minimum legal requirements as agreed through the Establishment Agreement between the organisation and the host government.
- *Practice:* Remuneration is taxable for Fiji nationals.

Other Benefits

Other benefits include family leave, maternity leave and special leave at the Secretary General's discretion.

D. ADMINISTRATIVE INFORMATION

The closing date for applications is **18 August 2017**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees.

Interested applicants are encouraged to apply through our website: www.forumsec.org where an information package containing the job description and remuneration details is also available.

General Information on the Pacific Islands Forum Secretariat is also available on the website.