

## JOB DESCRIPTION - OCO SECRETARIAT

<b>JOB TITLE:</b>	Finance & Program Assistant	<b>AREA:</b>	Corporate Services
<b>REPORTS TO:</b>	Finance & Corporate Services Manager	<b>LAST REVIEWED:</b>	January 2022
<b>EMPLOYMENT TERM:</b>	3 years	<b>SALARY BAND:</b>	Commence \$22,000

### PURPOSE:

The Finance and Program Assistant will support the Finance and Corporate Services in processing and maintaining financial data for program and project activities and assist in the preparation of travel and workshop funds/logistics, project reporting, administrative program support and information systems support.

### KEY RELATIONSHIPS:

External	Internal
<ul style="list-style-type: none"> <li>• OCO Member Countries</li> <li>• CROP organisations</li> <li>• Regional Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Operations Manager</li> <li>• Finance &amp; Corporate Services Manager</li> <li>• OCO Team</li> </ul>

### KEY ACCOUNTABILITIES:

KRA 1: Program and project support	
Responsibility	Expected Outcomes
<ul style="list-style-type: none"> <li>• Assist Accountant with accurate and data entry for all program/project activities</li> <li>• Maintain and monitor payment obligations for program and project requirements.</li> <li>• Support the Accountant with program and project reporting compliance.</li> <li>• Assist in preparing and or processing travel and workshop logistic payments</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate data posted into the financial system with correct accounts, project and program codes</li> <li>• Processes fully compliant with contractual obligations</li> <li>• Verifiable and accurate financial reporting</li> </ul>
KRA 2: Data entry and information systems	
Responsibility	Expected Outcomes

<ul style="list-style-type: none"> <li>• Update and maintain vendor and customer information in the accounting system</li> <li>• Digital entry and reporting compliance with external systems such as FNPF and FRCS portal and other systems.</li> <li>• Provide basic technical support for Finance and Payroll information system and trouble shoot technical issues</li> <li>• Customer, GL database review and cleansing maintaining accurate and up to date information in accounting and other digital applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor and customer information up to dated and current.</li> <li>• Fully compliant with digital reporting requirements per applicable regulations</li> <li>• Resolve technical issues for the Financial Management System inhouse</li> <li>• Program and project activities posted in the correct account codes.</li> </ul>
<b>KRA 3: Procurement support</b>	
<b>Responsibility</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Prepare and monitor annual procurement plan activities</li> <li>• Initiate procurement process communicating RFQ/RFP and compliance with policy</li> <li>• Prepare Purchase orders for all approved request for purchases and perform invoice matching with goods/services acquired.</li> <li>• Maintain an approved vendor listing/credit terms and blacklisted vendors</li> <li>• Support the tender evaluation process through Secretarial responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Procurement plan available and all identified activities completed per plan timeline</li> <li>• RFQ, RFP, EOI documentation and processes comply with policy</li> <li>• Authorised purchases are issued with formal PO and matching process undertaken on receipt of goods/services</li> <li>• Approved vendor listing annually updated for procurement and establishment of credit accounts.</li> <li>• Tender evaluation secretarial duties completed per policy.</li> </ul>
<b>KRA 4: Corporate &amp; Systems support</b>	
<b>Responsibility</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Assist and assume responsibilities of the Accountant as required with all financial matters</li> <li>• Assist in basic technical support issues under the guidance of the ICTO when required</li> <li>• Provide logistical support assistance to the HRLO/EA in procurement</li> <li>• Undertake all other duties that may be assigned by the Finance &amp; Corporate Services Manager and/or the Head of Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Overall corporate objectives and targets met in Financial, technical, logistics administration.</li> <li>• Effective participation in achieving the corporate service objectives and the whole OCO.</li> </ul>

**ORGANISATIONAL CONTEXT:**

Head of Secretariat	Tier 1
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Management Team	Tier 2
This role	Tier 5

**KEY RESULTS AREA:**

The role of the Finance and Program Assistant encompasses the following major functions or key results area:

- Project Accounting and Financial Management
- Information Systems and administrative support
- Assisting the Corporate Services Team
- Working with the OCO Team

This is a position of trust and it is likely you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. If material or information is discovered which is inappropriate and contravenes the OCO policies then this should be escalated to your manager immediately.

**ROLE COMPLEXITY:**

This role may require travelling. It may also involve exposure to high risk work environment, in particular if the role is required for engagement at national borders within and outside the region.

**AUTHORITIES:**

Delegations/Contractual - Initial investigation only – the level of authority to enter into contracts or negotiations on behalf of the organisation  
 Staff - n/a  
 Financial - n/a

**PERSON SPECIFICATION:**

Mandatory	Desirable
<b>Formal Qualifications</b>	
<ul style="list-style-type: none"> <li>• A university degree in accounting and information systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Entry level membership professional accounting body</li> </ul>
<b>Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>• At least 2 years’ experience in project accounting in an international or regional organization</li> </ul>	

<ul style="list-style-type: none"> <li>• Data entry level with FMIS Dynamic Navision and Payglobal software.</li> <li>• Experience in managing procurement, purchase orders, invoicing, payment, and other finance processes</li> <li>• Proficiency with MS office programs</li> <li>• Basic understanding of cloud technology, email, telephony and backup infrastructure.</li> </ul>	
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Demonstrated organizational, administrative, and multi-tasking skills</li> <li>• Strong interpersonal skills with an ability to work across a wide range of individuals in a multicultural environment.</li> </ul>	
<b>Attributes</b>	
<ul style="list-style-type: none"> <li>• A positive 'can do' attitude</li> <li>• A team player</li> <li>• Trustworthy with advanced level of both personal and professional integrity</li> <li>• High level of motivation</li> <li>• Ability to learn and adapt quickly</li> <li>• Ability to make sound decisions and reasoned recommendations</li> <li>• Willingness to travel and work within the Pacific Region even for an extended period under challenging conditions</li> <li>• Passionate about making a genuine contribution towards capacity building in the Pacific</li> <li>• Enjoys Customs related work and has a passion for organisational improvement</li> <li>• Common sense, practical, result-focused approach and achievement orientation</li> <li>• Customer Service commitment</li> <li>• Confident and able to handle conflict situations and negotiations at various levels</li> <li>• Empathetic to all levels and cultures present in the organisation</li> <li>• Cultural and gender sensitivity</li> </ul>	

**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 the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by OCO. This Job Description may also be reviewed as part of the preparation for performance

planning for the annual performance cycle.

**Approved:**

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Head of Secretariat

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date