

Job description: Pacific Programme and Finance Officer

General

Job Title:	Pacific Programme and Finance Officer
Location:	London
Fixed term contract	Expires 31 December 2018
Duration	Full-time fixed term contract
Reporting to:	Pacific Programme Director

Programme Information

Conciliation Resources has been working in the Pacific region for over 20 years working with local partners in both the Republic of Fiji, and in Bougainville, an autonomous region in Papua New Guinea.

Bougainville

The 2001 Bougainville Peace Agreement saw the end of almost a decade of violent conflict on the island. As the island advances towards a referendum on its political status (to be held in 2019) it faces numerous challenges, many of which are legacies of this past conflict.

Conciliation Resources, in partnership with the Nazareth Centre for Rehabilitation (a NGO in Bougainville), developed a three-year programme of work with the aim of:

- Strengthening community analysis and conflict resolution mechanisms in Bougainville.
- Building the skills of key peacebuilding actors in Bougainville.
- Improve cohesion and collaboration between peacebuilding initiatives in Bougainville.
- Bringing peacebuilding lessons from other post-conflict regions of the world.

Fiji

2014 saw Fiji hold its first elections since the military coup of 2006, heralding a new era for a country with a troubled history of political instability. At the heart of this turbulent past, lie long-standing ethnic and political divisions and a lack of inclusive dialogue as a means of resolving conflicts.

Conciliation Resources' long-term goal in Fiji is to support local people and local initiatives in changing Fiji's political environment to one that enables a peaceful transition from military rule to sustainable and inclusive civilian democratic governance. We work in partnership with Fiji Civil Society (CSO) partners, supporting them in their work with resources, advice and capacity building to:

- Promote and facilitate dialogue between divided communities, regional and national leaders, and between the Fiji Government and members of civil society.

- Monitor and react to Fiji's political context, while advocating for human rights, good governance, freedom of expression and democratic institutions.
- Help create public debate and discussion, including enabling the broader participation of the people of Fiji in determining Fiji's future.)

Job purpose

To support the Conciliation Resources' Pacific team to implement peacebuilding programmes in the Pacific region. The emphasis in this post is to provide the programme financial, reporting, research and logistical support necessary for programme implementation.

Scope and accountability

The post holder will be part of the Pacific Programme team, which also includes the Pacific Programme Director, Pacific Programme Manager and the Bougainville Programme Officer.

The Pacific Programme and Finance Officer position is under the direction of the Pacific Programme Director and plays a pivotal role within the team, with significant responsibilities for programme-wide financial administration and reporting. In addition, the post has a supporting role in ensuring compliance with contractual requirements. The post-holder will also lead on a number of research projects, manage specific programme activities and manage programme information.

Specific responsibilities and tasks

a. Financial administration

- In conjunction with the Conciliation Resources Finance Team and the Pacific Programme team, track expenditure relative to budget, and adjust spending and cash flow forecasts. This includes processing partner and project financial reports ensuring they are submitted in an accurate and timely manner with the correct and necessary documentation, coordinating and processing invoices and expense claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures and processing programme transfer requests, travel advance requests and other programme expenditures.
- Coordinate the Programme's periodic financial reporting requirements in conjunction with Conciliation Resources Finance team and the Pacific Programme team ensuring it is compliant with Conciliation Resources and donors' contractual requirements; and support the Pacific team's understanding of compliance and donors' requirements.
- Working with the Finance team create new budgets for grant proposals and specific projects.
- Ensure all transactions are properly coded and recorded, file all paperwork in appropriate files whether electronic and/or hard copy.
- When required, assist partner organisations to compile budgets and financial reports based on templates and submit these for approval by the Programme Director, liaising with the Finance team and partner organisations to resolve issues.
- Support the preparation of accounts for internal and external audit processes.

b. Programme and fundraising support

- When required support the Pacific Programme team's fundraising work, including producing draft project proposal budgets and work with the Fundraising Team to achieve this.
- Manage specific projects, overseeing their implementation at all stages (design, managing budgets, planning, implementation, reporting).
- Contribute towards the coordination and preparation of, and when required take part in, programme activities.
- Manage a number of research projects in support of the Programme, including managing volunteers to conduct desk research and produce concise and accessible summary reports.
- Liaise with the Pacific Programme team on project plans and developments; produce and regularly update project management documentation, including workplans, budgets, transfer schedules/breakdowns, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.
- Continue the development of the programme-wide calendar of reporting deadlines; log, file and acknowledge receipt of partner financial and narrative reports and facilitate the processing of these reports.
- Working with the Monitoring, Evaluation and Reporting team, collate data for monitoring and evaluation (M&E) and donor reporting purposes, ensuring that the Monitoring and Reporting System ("MaRS") and other relevant databases and logs are kept up to date.
- Produce draft narrative reports for the Pacific team, drawing on partner reports, trip reports, programme analysis and M&E databases.

c. Logistical support and event management

- Where required, lead on logistical arrangements for specific events, and negotiate with service providers for accommodation, facilities, food and equipment needs, ensuring that Conciliation Resources' policy on the Procurement of Goods and Services is followed.
- In liaison with the Programme Director and / or the respective Programme team member, conclude contracts with consultants and other service providers.
- Arrange travel, visas, accommodation and per diems for event participants, staff and consultants.
- Prepare, as needed, event material, participant packages and equipment.
- When required, participate in events organised by the Pacific team, oversee logistical arrangements and/or take minutes that should be appropriately shared.

d. Information management and communications

- In liaison with Pacific Programme team members and others in Conciliation Resources, especially the Communications team, upload onto the website and / or intranet news and outputs produced by the programme and/or its partner organisations. Support the production of initial drafts of selected communications materials that can be used internally and externally.

- In conjunction with Pacific Programme team members, input and update contacts on the shared database and produce contact lists for specific events.
- Compile and keep up to date, an inventory of Pacific Programme publications and audio-visual materials; maintain distribution lists; coordinate mailings; replenish display shelves; flag any reprint needs.

e. Strategy and development

- Support the team in the design and development of projects that strengthen and consolidate the programme's success in achieving its objectives.
- Contribute to the programme's strategic and operational planning processes, including participation in annual planning cycles, and sharing analysis from fieldwork experience.
- Stay informed of political, social, economic and security developments in the region and contribute to the programme's reflection and analysis.

f. Other

- Participate in line management, annual appraisals and keeping the BreatheHR Information System up to date.
- Participate in team and organisation-wide meetings and annual planning processes.
- Contribute to organisational learning either through attendance in shared learning events or by sharing relevant information on the shared learning platforms.
- Perform other duties and tasks, consistent with the skills and expertise of the postholder.

Person specification

Knowledge

- Educated to degree level or equivalent experience preferably in a relevant discipline (such as peacebuilding, accounting and finance, international development or international relations).
- Knowledge and use of accounting systems.
- Excellent written and spoken English.
- Demonstrable knowledge and use of administrative, financial and information management systems.
- Knowledge of standard Microsoft Office packages (advanced Word and Excel essential), databases, email and internet.

Experience

- Experience of undertaking a range of financial administrative duties including data input and retrieval.
- Experience of working on donor funded contracts, including understanding reporting requirements in a multi-donor funded environment - desirable.
- Experience of working in a team support position with colleagues who travel frequently.

- Experience of working at a distance supporting the successful joint delivery of a project with partner organisations and team colleagues.
- Experience of implementation and management of research projects - desirable
- Logistical support and event management experience - desirable
- Experience of handling diverse sources of information, and maintaining accessible filing systems that can be easily used by others.
- Experience of project management, particularly financial management, in an international context - desirable.

Skills/attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Excellent verbal and written communication skills.
- Excellent numeracy skills and the ability to work with accuracy and attention to detail.
- Ability to meet deadlines, prioritise and re-prioritise tasks and work accurately under pressure.
- Able to work on one's own initiative and manage competing demands.
- Strong commitment to, and experience of, team and cross organisational working.
- Appreciation of issues of confidentiality and cultural and political sensitivity.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Willingness to be self-servicing, with proven ability to work as part of a team as well as independently.
- Ability and willingness to work flexible hours across different time zones.
- Ability and willingness to travel to the Pacific region and elsewhere, if required.

August 2017