



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE **FINANCIAL ACCOUNTANT (FA)**

International Recruitment

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**:

"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia
- France
- New Zealand
- United Kingdom
- the United States of America

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change.
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems.
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control.
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP Values

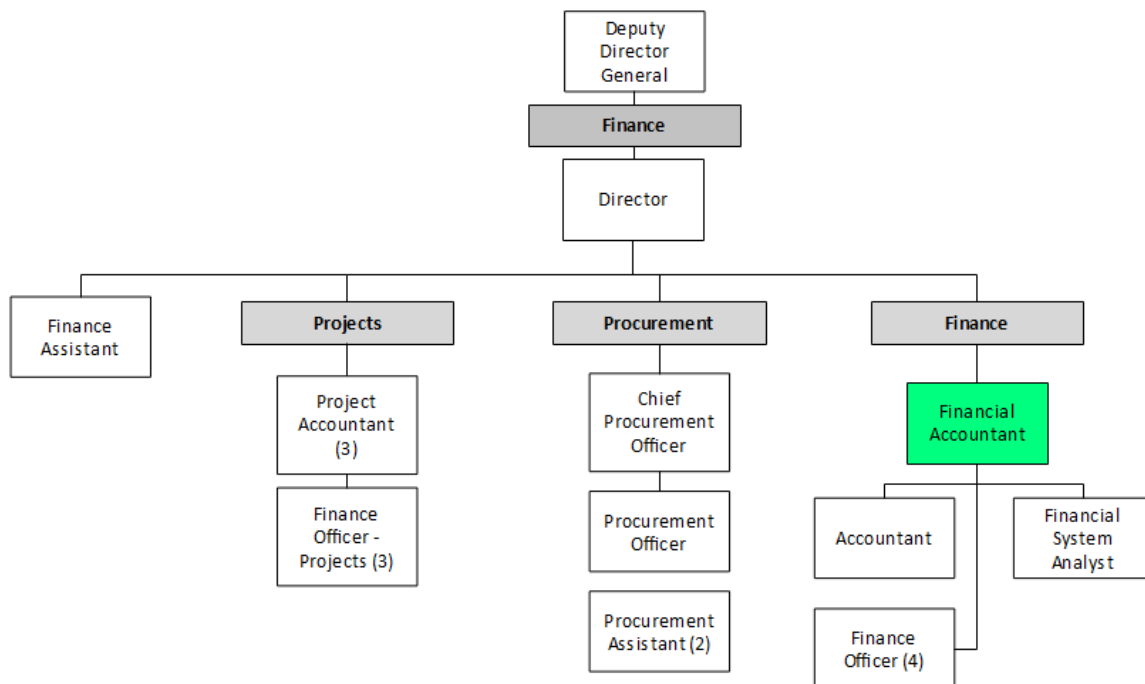
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. JOB DESCRIPTION

Job Title:	Financial Accountant (FA)
Department:	Finance
Team:	Finance/Accounts
Responsible To:	Director Finance
Responsible For: (Total number of staff)	6 staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Oversee all financial management, budget and accounting requirements including related Finance support functions Monitor the Cash flow and financial records for all bank accounts and fundings (Core and Projects)
Date:	April 2025

Organisation Context



Key Result Areas

The position of **Financial Accountant (FA)** addresses the following Key Result Areas:

1. Leadership and management
2. Management of SPREP Core finances and accounting requirements
3. Financial reporting
4. Budget Management
5. Strategic Advisory, Communications, Monitoring and Reporting
6. Travel Policy and services
7. Financial Management Information System (FMIS) and PayGlobal Payroll system
8. General financial services

The requirements in the above Key Result Areas are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership and management</p> <p>a) Provide support to the Director of Finance (DF) on leading the Finance functions particularly on the day to day management of the Department (FD) and its services to staff, members and donors.</p> <p>b) Lead, manage and supervise work of relevant finance staff under their supervision</p> <p>c) Lead, supervise and support the work of all SPREP project finance officers and assistants in the Programmes (CCR, IOE, WMPC and EMG).</p> <p>d) Provide support and assistance in coaching, mentoring and guiding the staff of FD to achieve its objectives.</p> <p>e) Ensure all Performance Development Plans (PDPs) for relevant staff are reviewed, implemented, regularly monitored and assessed according to the Secretariat's Performance Development System</p> <p>f) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development</p> <p>g) Provide relevant reports and advice in relation to performance and team development of supervised staff.</p> <p>h) Monitor compliance with core donors/partners' terms and conditions</p> <p>i) Work closely with all FD seniors and the DF to develop and prepare the department's</p>	<ul style="list-style-type: none"> • Effective and efficient leadership and management support is provided not only within the Finance Department (FD) but across all the Programmes for its various projects. • Effective and appropriate coaching and mentoring support is provided for FD team as well as when required for SPREP project finance officers and assistants in SPREP Programmes. • Staff requirements are met in line with Secretariat policies and procedures. • Staff PDPs are in place, implemented, regularly monitored and assessed according to the Secretariat's Performance Development System • Staff training and capacity building provided and staff are aware of all job requirements at all times. This relates not only to support for Staff under their supervision, but also Finance and Accounting staff for the various projects that may need training or guidance from time to time. • Staff issues and relevant reports are addressed and raised on time

<p>annual budget including addressing all resource requirements</p> <p>j) Create a team environment that fosters and develops effective working relationships and high performance</p> <p>k) Support health and safety and well-being of team</p>	
<p>2. Management of SPREP Core finances and accounting requirements</p> <p>a) Develop and manage appropriate financial accounting records for SPREP Core Finances under all Governance and Operations (GO) Departments and teams.</p> <p>b) Provide strategic advice and support to GO team leaders and staff on financial status of their budget lines and confirm funding availability for activities for the implementation of their approved budgets and workplans.</p> <p>c) Verify and approve purchase orders and ensure they are correctly classified/coded, in line with SPREP policies, supported by appropriate source documents and with sufficient core budget available for funding.</p> <p>d) Carry out due diligence assessment requirements for all Core fundings (e.g. PR, AU, NZ and CH) for implementation of activities.</p> <p>e) Carry out Core Funding Reconciliations</p> <p>f) Lead and manage all requirements on the audits of Core Funding.</p>	<ul style="list-style-type: none"> • Clean audit opinion on internal controls and financial procedures • Payments are valid, correctly classified and supported by appropriate source documentation • Funds are available to ensure delivery of Core Activities • Governance & Operations' staff receive routine feedback on financial data quality to build their capacity to report on financial use and any deficiencies • Effective and timely reconciliations are prepared and reconciled to the general ledger • Effective and efficient due diligence and financial assessment is achieved for Core Funding donors/partners.
<p>3. Financial reporting;</p> <p>a) Prepare monthly, quarterly and annual financial statements, and provide supporting documents consistent with core funding donors/partners and SPREP's procedural and reporting requirements.</p> <p>b) Respond in a timely manner to donors/partners' queries with regard to financial reports and requirements.</p> <p>c) Attend to Programmes' and Team leaders and staff' queries regarding their budgets and donor/partner funding(s) and more particularly with respect to Core funding.</p>	<ul style="list-style-type: none"> • SPREP financial reports are accurate and provided on time. • Core Donors/partners' financial requirements are effectively met • Relevant and reliable information and advice are provided on time • SLT and staff have access to accurate, timely and relevant financial information that enables efficient and effective operation of the Secretariat • Timely, relevant and reliable financial information is provided for decision making by SLT

<p>d) Prepare 'ad hoc' financial information and reports, as and when required internally by the Senior Leadership Team (SLT) and GO Team leaders;</p> <p>e) Compile quarterly performance output reports against budgets for all Programmes and Departments and analyse and interpret data in order to provide information for decision making by SLT.</p> <p>f) Compile quarterly income and expenditure reports against approved budgets for SLT.</p>	
<p>4. Budget Management;</p> <p>a) Provide sound advice on financial measures to be applied for the effective utilisation of Core funds' operating budgets</p> <p>b) Lead support and guidance for all staff on the strategic priority areas in the preparation of annual budgets in the Biennial and Supplementary Budget process each year</p> <p>c) Lead the verification and consolidation of different budgets submitted, liaise with the priority areas and Programme/Department staff before submission to the Director of Finance (DF)</p> <p>d) Compile and coordinate the different budgets and prepare the annual consolidated budget for review by the Senior Leadership Team (SLT), in collaboration with the DF</p> <p>e) Develop and prepare monthly budget monitoring reports for internal monitoring purposes of the FD as part of the financial system improvement process and advise staff accordingly where there are budget over-spends or inadequate/minimal budgets noted</p> <p>f) Raise significant issues arising from budget analysis and budget forecasting to the attention of the DF and provide relevant recommendations to address</p>	<ul style="list-style-type: none"> • Delegated budgets are managed within forecast and within delegated procurement policies • Budget forecasting provided by teams are accurate – actual costs relative to the established budgets • Timely and accurate advice is provided to staff in developing their individual budgets • Annual budget completed within timelines established • Quarterly feedback on the budgets against actual spending is submitted to Directors for decision making and remedial actions and ad-hoc feedback/advice to be provided to Directors and staff where any red flags are noted in terms of budget over-spends or inadequate/minimal budgets • Decision making for appropriate action on monthly budget variances is addressed in a timely manner with relevant staff.

<p>5. Strategic Advisory, Communications, Monitoring and Reporting</p> <p>a) Provide Strategic Financial and policy advice and assistance with all the necessary information, and reports for the DF, SLT, staff including members and donors/partners when required</p> <p>b) Ensure that all reporting requirements and commitments to staff, donors/partners and other stakeholders are fulfilled</p> <p>c) Active engagement and negotiation with key financial institutions to achieve best financial arrangements and deals for SPREP funding both at the Core and Project funding levels</p> <p>d) Active engagement with Programmes /Departments and donors/partners to achieve regional and organisational objectives in alignment with the Strategic Plan in terms of budget and funding priorities</p> <p>e) Provide advice in relation to all budgets and fundings when requested by staff and stakeholders</p> <p>f) Communicate all essential information to all staff with respect to advice from donors or partners</p> <p>g) Provide training and refresher programmes for staff on essential SPREP financial processes/policies, financial information, reporting requirements and other donor policies and conditions</p>	<ul style="list-style-type: none"> • Strategic Financial advice are provided in a timely, efficient and effective manner for decision making • Effective and efficient support through correct advice, timely and accurate reports are provided to the DF, SLT, staff, members and donors/partners • Effective and efficient negotiations with financial institutions to achieve the best deals for financial management of all fundings both for cash inflows (incomes, funds disbursement etc) as well as on all payments especially on special rates for foreign transactions • Key financial and budget priorities are properly monitored and achieved • Reporting requirements are fulfilled for all staff, donors/partners and stakeholders • Accurate and timely communication of all essential information from donor/partners to staff • Strategic Finance input is provided into institutional processes • Effective intervention from FD for Regional and Organisational objectives to support the Strategic plan to ensure they are successfully achieved • Critical and emerging issues on project fundings and financial management are brought to SLT and Executive’s attention in a timely manner • Up to date knowledge and capacity of staff particularly those managing project finances and working together with Finance in managing procurement and financial reporting • Accurate and timely advice and support is provided to the SLT
<p>6. Travel Policy and services</p> <p>a) Champion and oversee the Travel functions for SPREP providing strategic advice on the policy and compliance and ensure the policy is regularly updated and reflects international best practice</p> <p>b) Provide regular update to all staff on essential travel policy information</p>	<ul style="list-style-type: none"> • Effective and efficient operations of the travel functions • The Travel Policy is up-to-date and consistent with best practice in this area • Regular reviews of travel processes and procedures are carried out and

<p>c) Provide strategic advice and support to Senior Leadership Team (SLT) and staff to address any issues with travel arrangements to assist with implementation of activities for the Programmes/Departments</p> <p>d) Review travel processes and procedures on a regular basis and where necessary, recommend changes.</p> <p>e) Ensure the Travel Insurance policy information is up-to-date and regular advice and information is provided to staff</p> <p>f) Check and ensure all financial calculations relating to travel are completed accurately and on time</p>	<p>recommended improvements suggested to the SLT.</p> <ul style="list-style-type: none"> • Effective and efficient advice and support provided to address any issues with travel arrangements and thus assist with successful implementation of travel missions and activities. • Calculations of all financial travel expenses are correct and available on time
<p>7. Financial Management Information System and PayGlobal Payroll system</p> <p>a) Manage and maintain the Financial Management Information System (FMIS) including review of output and data from the PayGlobal Payroll system managed by HR</p> <p>b) Lead on the review of all transactions processed through FMIS</p> <p>c) Lead the administration and management as System Administrator for FMIS to monitor and manage all system functions, access and processes/workflows in collaboration with IT Manager,</p> <p>d) Lead on verification of the fortnightly and monthly payrolls in an efficient and effective manner</p> <p>e) Lead on maintaining and addressing issues on the FMIS system and ensure the financial data and postings is up-to-date</p> <p>f) Provide advice on assessment of all transactions and payment issues, and regularly communicate to staff key financial and internal control matters relative to the FMIS</p> <p>g) Provide support in checking and endorsing the daily transactions and postings to FMIS</p> <p>h) Attend to system queries from the staff</p> <p>i) Take a lead role in the FD inputs into the development of the SPREP Integrated Enterprise Management System (IEMS)</p>	<ul style="list-style-type: none"> • Continuous improvements to the Financial Management Information System (FMIS) as well as to the SPREP HR Payglobal payroll system are identified, planned and implemented. • Staff queries and claims are addressed and processed in an efficient and timely manner and in line with policies and procedures • FMIS is up to date and issues are addressed in a timely manner • Financial transactions, procurement and payments are processed on time • Purchase Orders are reviewed and processed in a timely manner and accordance with established policies and procedures • Irregularity reports, deficiencies and issues are identified and addressed at the earliest possible • Staff queries are addressed and resolved at the earliest possible opportunity • Strategic and constructive input is provided to the SPREP Integrated Enterprise Management System (IEMS) process

<p>8. General financial services;</p> <p>a) Responsible for below functions for the FD;</p> <ul style="list-style-type: none"> - Coordinate and monitor financial processes and operations for the Finance Department (FD) - Compile SPREP's work programme and budget; - Assess and check all Programmes/Departments Budget submissions provided each year for the Biennial and Supplementary budgets - Reconcile general ledger accounts for audits; - Prepare annual financial accounts for audits; - Train and update staff on the financial system and processes and regularly update the Chart of Accounts - Deal with banks and other relevant financial institutions - Follow up with Countries on their membership contributions <p>b) Manage the confidential payment of SPREP's payrolls including the verification of calculations and supporting documents</p> <p>c) Check and approve the accuracy of the bank accounts, term deposits, inter banks and credit cards monthly reconciliations</p> <p>d) Provide approval on the FMIS for invoice matching/journals and receipts for Corporate Services</p> <p>e) Review Donor/Project Reconciliations</p> <p>f) Remain up to date and provide regular updates to DF and FD team on the status of cash flows and budgets for all SPREP and Project accounts</p> <p>g) Ensure all relevant records are updated and maintained for all fundings irrespective of core or project funding</p> <p>h) Lead the administration processes and requirements for FD including procurement of supplies, travel and other operations and office matters</p> <p>i) Relieve the Director Finance when necessary</p>	<ul style="list-style-type: none"> • Finance Department (FD) delivers highest standard of financial services and fully supports and is well integrated within all SPREP programmes/departments and approved work plans and budgets • FD goals in the Strategic Plan are successfully achieved • FD annual workplan and budget is successfully achieved • Efficient and effective overall financial and budget management support is provided on all financial matters • Financial sustainability goals across all Programmes/Departments in the Strategic Plan under both Regional and Organisational goals are effectively and efficiently monitored • All Project/Donor documentation, financial records, registers and databases are regularly checked and up to date • Adequate Cash at bank is available for day to day operations • Monthly and fortnightly payrolls are accurate, complete and available on time. • Monthly bank reconciliations are approved on time for accuracy • Annual financial accounts are accurate and completed on time ready for audit each year • Clean audit opinions for all audits and verification/due diligence missions undertaken on internal controls is achieved • Purchase Orders and payments are correctly coded and matched to relevant purchase orders • Accurate, efficient and effective and timely reconciliations are reviewed and reconciled to the general ledger in accordance with audit requirements • Effective and efficient support services are provided on all FD matters
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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 Director/Immediate Supervisor as part of the performance development process.

This section may be copied directly into the Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Budget management and monitoring
- Managing complexity and high volumes of travel and expectations of staff due to out of process and timeframe requests
- Managing all aspects of projects which include but not limited to Agence Francaise Developpment (SWAP, KIWA), Adaptation Fund (FSM, Kiribati), COSSPac, CORE funding – Aust/NZ/China, DFAT Additional Funding (POLP, PacPlan, UNEA, WWII Wrecks), EU Projects (EDF10 PACWaste, EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT, Pacific BioScapes, Intra-ACP Climate Services and related applications in the Pacific), Fond Pacifique, GCF projects (VanKIRAP, Solomon Islands Readiness, Niue Readiness II, RMI Readiness II, Kiribati Readiness, PNG Readiness, Tuvalu NAP), GIZ, GBIF, IMO, Irish, MFAT Additional Funding (PCCC, PCU, MISSCAP, Oil Spill), PEBBAC, UKMET, UNEP/GEF projects (ISLANDS Child, Minamata, ABS, INFORM, ACP MEA III, Invasives RIP, NIPs, Enhancing Climate & TK, and all Small Scaled Funding Agreements), WMO other project funding
- Understanding of key donor requirements especially key donors such as EU, GCF, AF, AFD, USAID, GIZ, Aust Govt, NZ Govt, Irish Govt, UNEP, UNOPS, GEF, BoM, IMO, GBIF, WMO, PEW, UKMET, German Govt, Swedish Govt, China Govt financial and procurement requirements
- Training of project managers and project staff on financial management

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Member countries• Donors / Partners• Financial Institutions	<ul style="list-style-type: none">• Advice and assistance• Consultations• Collaborative discussions• Financial advice and technical support
Internal <ul style="list-style-type: none">• Executive Management• All staff	<ul style="list-style-type: none">• Advice and support• Advise and reporting• Supervision and support

Level of Delegation

The position holder:

- manages and has oversight of the core budgets and finances
- can authorise costs and payroll relating to SPREP requirements in the absence of the Director Finance (DF) in their capacity as OICs if nominated by the DF
- Can carry out negotiations with banks on behalf of SPREP

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

1. A Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and a Chartered Accountant (CA) membership from a recognised professional accounting institute is essential)

Knowledge / Experience

Essential

2. At least 7 years relevant experience as a financial accountant or in a similar role with demonstrated experience in project and donor fund management, preferably in the Pacific region.
3. Proven experience in Microsoft Office, spreadsheet applications and computerised accounting systems, with sound knowledge of Performance Based Output Budgeting systems
4. Demonstrated financial advisory, operational and analytical skills including high level of organisational, problem-solving, administration and facilitation skills
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment
6. Demonstrated experience in financial management and accounting, programme and project fund management including monitoring and evaluation, proposal and report writing

7. Demonstrated knowledge of accepted and emerging financial and project management issues and challenges in the Pacific islands region

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"> • Financial and accounting knowledge • Projects financial reporting • Work programme planning, and budgeting • Computerised accounting systems • Teamwork in an interdisciplinary and multi cultural environment • Staff management
Advanced level	<ul style="list-style-type: none"> • Communications, representation and interpersonal skills • Advisory and analytical skills • Understanding of SPREP financial policies and regulations
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Environmental issues in the Pacific islands region • Emerging financial / donor issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All Directors, Managers and Team Leaders are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR 36,326 per annum. This is currently equivalent to Samoan Tala 138,632 per annum. Upon confirmation of probation, salary will be adjusted to SDR 40,867 which is equivalent to SAT 155,961 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR 4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT 18,203 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments will be based on the Secretariat's Performance Development System.

Retirement Age: SPREP's retirement age is set at 65 years.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the

appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP’s Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP’s 24-hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

Gratuity Payment: Nationals of Samoa are entitled to a gratuity payment equivalent to two week’s salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee’s unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.



D. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (**you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered**);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION)**: Subject matter to be clearly marked “**Application for Financial Accountant (FA)**” and send to recruitment@sprep.org

OR

- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Financial Accountant (FA)**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Ms Olivia Hogarth on telephone (685) 21929 ext 285 or
Email:oliviah@sprep.org.

Closing date: Friday, 23 May 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer