



JOB DESCRIPTION

- Title:** Finance & Grants Officer
- Program and Unit:** Pacific Islands
- Reports to:** Senior Manager, Operations, Finance, Grants, and Administration
- Supervises:** N and A
- Working Hours:** Fulltime (37.5 hours and week)
- Work Location:** Fiji
- Contract Term:** Fixed-term contract
- Eligibility:** Fiji National

Background

The Asia Foundation is expanding its work in the region, supporting Pacific solutions to Pacific challenges. The Asia Foundation's regional strategy is framed around three mutually reinforcing strategic priorities that combine core Foundation program capacity and Pacific priorities identified by Pacific Islanders themselves, as expressed in both official intergovernmental statements such as the Blue Pacific Continent Strategy and in our ongoing discussions with local partner organizations and leaders, as follows: Navigating geostrategic challenges and supporting Pacific regionalism, promoting rights, equality, and Pacific women's leadership, and strengthening Pacific resilience.

Summary of Position Responsibilities

The finance and grants officer will work closely with the senior manager, operations, finance, grants, and administration and will support the finance, accounting and grants management functions for The Asia Foundation. The finance and grants officer will ensure consistency with Foundation and donor guidelines and policies, financial, grants management, and procurement systems, policies, and procedures. The incumbent will also work closely with program and San Francisco finance colleagues in requests for payments, journal vouchers and reconciliations, audits, and other finance-related matters and supports.

Relationships

Internal

This position interacts daily with the senior manager. Regular contact with colleagues in the Pacific Islands office, members of The Asia Foundation Programs unit. Occasional contact with Asia Foundation colleagues in other offices. Periodic contact with Asia Operations and Coordination, Program Finance, other U.S.-based operating units, and the Foundation's other country offices.

External

Contact, as necessary, with program partners, vendors, Pacific Islands stakeholders from government, civil society and private sector. Attendance in meetings, conferences, external workshops, and project launches, as appropriate.

Position Accountabilities

Finance

Payroll and Timesheets

- Prepares biweekly payroll for all staff and records salaries and benefits of staff through local payroll processing
- Prepares reconciliation of payroll-related transactions, employee PAYE, local tax and social security contributions (FNPF and Palau, PNG, RMI and Tonga Social Security)

General Accounting and Payments

- Support bookkeeping management (through QuickBooks, Cognos Reports, and Excel spreadsheets) for project budgets and expenses.
- Review all types of payment requests, verifying that they are duly authorized and that all the supporting documents are attached before preparing the request for payments.
- Review business advances and employee expense reports to ensure all travel expense and reimbursement claims comply with The Asia Foundation and donor policies and procedures and are supported by adequate documents.
- Supports preparation of journal vouchers for reclassification or correction of transactions, ensuring they have adequate supporting documents.
- Support senior manager in the preparation of monthly, quarterly, and yearly general ledger reconciliations.
- Assist in maintaining financial records for the project and monitoring systems to record and reconcile expenditures, balances, payments, statements, and other data for daily transactions and reports.
- Assists in reviewing and updating vendor and contract records in PROMS to ensure that all supporting documents are in order and complete.
- Support the Pacific Islands finance team in preparing for the internal audits.
- Support the Finance team for the financial year requirements.
- Supports senior manager in maintaining proper internal controls over receipt, disbursement, and administration of all financial resources.

Project Finance

- Maintain budget and forecast for projects, as assigned, including liaising with the programs team on activity planning, implementation, and monitoring to ensure expenditures are within approved budgets and spending targets, are met.
- Analyzes time charges of staff, updates, monitors, and provides timely reports on Level of Effort (LOE) charging for all staff.
- Contributes to project financial monitoring discussions during the program review meetings.
- Supports the preparation of draft financial reports to donors according to the approved format and agreed-upon timeframe with the program and unit, and coordinates with senior manager, the program manager, and the Program Finance Group as needed.

Grants

- Review subaward management entity and grants records to ensure all supporting documents are complete and updated.
- In collaboration with Program staff and senior manager, conduct and contribute to due diligence assessments for subrecipients and partners, including organizational assessment,

financial capacity assessment, child protection assessment, PSEAH Risk Assessment, and anti-terrorist and sanctions list clearance processes.

- Assists in reviewing letters of grant and contracts and works closely with program staff and senior manager to ensure donor flow down and compliance requirements are followed.
- Carry out reviews of subgrantees and partners' financial reports and supporting documents to ensure donor compliance.
- Maintain active subgrants and subcontracts list and ensure financial reports are up to date and tranche payments are done on time.
- Provide technical assistance to subgrantees in financial and grants management. This includes occasional monitoring visits, providing orientation on donor and Foundation requirements to maintain financial records, prepare reports, and control budgets, and providing accounting and MYOB and QuickBooks training

Other

- Comply with all grant and contractual requirements, and related regulations and procedures.
- Ensure compliance with the Foundation's policies and practices.
- Work closely with the finance team, program colleagues and other members of the Pacific Island office to streamline the Foundation's financial and grants management processes and procedures.
- Participate in Foundation-led initiatives as assigned.
- Undertake any other duties as assigned.

Requirements

Education: Bachelor's degree in Accounting, Finance or related field.

Experience:

- Minimum of five years' experience in financial and accounting management and audit.
- Experience working with international development donors or organizations
- Experience in administrative and financial management, budget monitoring, cash management and internal control procedures
- Experience in sub-grants management is preferred but not required.
- Experience in liaising with a range of partners, stakeholders and vendors.

Skills:

- Excellent interpersonal and communication skills
- Enthusiasm and ability to work as part of a team, while being able to work independently.
- Capacity to provide colleagues with supportive advice and strengthening through mentoring and modeling.
- Strong attention to detail and ability to multi-task
- Ability and willingness to travel domestically and regionally as required.
- Excellent computer skills and proficiency in using Microsoft applications (Teams, Word and Excel and PowerPoint and SharePoint) and other web-based management systems.

Prevention of Sexual Exploitation, Abuse, and Harassment

The Asia Foundation has zero tolerance to sexual exploitation, abuse and harassment, harassment based on gender and sexual identity, and the abuse and exploitation of children. All employees must demonstrate that they are committed to eliminating such behaviour in the workplace and those we work with.

Diversity and Inclusion

The Asia Foundation is dedicated to fostering a diverse and inclusive work environment, where individuals of all backgrounds, including women and those with diverse identities, can thrive in a secure and supportive atmosphere. We expect all team members to wholeheartedly embrace the principles of equality in every aspect.