

Ozone Depleting Substance – Job Description



Position Title:	Finance & Administrative Officer	
Level and Salary (P/L):	AUD 12,087	
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Department of Environment
Location:	Funafuti	
Duration:	Contract on 2-year basis (renewable based on performance and funding)	
Reports to:	National Ozone Officer (NOO) and Director of Environment	

JOB PURPOSE:

The Finance & Administrative Officer ensures accurate and timely financial reporting for Multilateral Fund (MLF) projects and supports general administrative functions of the Department of Environment. The role is essential in maintaining transparent and effective financial practices in line with both government and donor expectations.

KEY RESPONSIBILITIES:

A. Financial Management

- Prepare and monitor project budgets for MLF-funded and other enabling activities.
- Ensure timely recording of transactions and prepare monthly and annual financial reports for submission to the Department and UNEP.
- Reconcile accounts and manage payroll and financial entries in the ACCPAC system.
- Ensure compliance with national accounting rules and donor financial requirements.

B. Administration & Support

- Provide logistical and administrative support for Montreal Protocol-related events (e.g., meetings, workshops, missions).

Ozone Depleting Substance – Job Description

- Maintain proper filing systems, including physical and electronic documentation related to MLF-funded projects.
- Assist in managing the NOU's asset register and participate in departmental stocktakes.

C. Officer-in-Charge Duties

- Serve as Officer-in-Charge during the NOO's absence, ensuring continuity of operations.
- Represent the Department in meetings, as delegated.

D. Other Duties

- Undertake any other tasks as assigned by the Head of Department related to project finance or administration.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

1. Proper planning of the budget for project implementation
2. Project account is managed in accordance with the national accounting rules
3. Ensure that all Government Agent and International mission returns are received and checked by the 10th day of every month. The Multilateral Fund Project's transactions are up-to-date to track the income and expenditures under the projects.
4. Ensure that Payroll entries and bank reconciliation are undertaken in the ACCPAC system in a timely manner. Reconciliation of vote keeper to be undertaken on a monthly basis.
5. Prepare expenditure reports for Multilateral Fund projects for processing payment and for year-end reporting requirements as well as other financial reports when need arises. Prepare Payment Vouchers (PVs) for any small-size projects that are implemented by the Department.
6. Administrative support is provided to the NOU and the Department related to the Multilateral Fund Projects and Department's general work.
7. Logistic support provided to NOU and the Department to delivery of meetings, seminars, exhibition, workshops, mission, field visits.
8. Assist the Asset Clerk in compiling the asset register and undertaken stock take for the whole of the Department. Systematic filing of documents related to the Multilateral Fund Projects.
9. Provide officer-in-charge function to maintain daily operation of the National Ozone Unit in the absence of the NOO
10. Represent the Department as required at Domestic and International meetings and conferences

CORE COMPETENCIES

- Financial planning and analysis
- Attention to detail and accuracy

Ozone Depleting Substance – Job Description

- Strong organizational and time management skills
- Effective communication in English and Tuvaluan
- Proficiency in accounting software and Microsoft Excel

MANDATORY QUALIFICATIONS:

- Certificate or Diploma in Accounting, Commerce, Economics, or a related field.
- Knowledge of financial reporting in public sector or donor-funded projects.
- Minimum of Form 7 education in a related discipline with equivalent experience.

DESIRABLE QUALIFICATIONS:

- Experience with government accounting systems, particularly ACCPAC.
- Prior work with international donors or UN agencies.
- Strong analytical and problem-solving skills.

PERFORMANCE INDICATORS:

- 100% of financial reports submitted on time.
- All transaction records up to date monthly.
- Accurate reconciliation of accounts with no outstanding variances.
- Full compliance with audit and procurement standards.
- Effective administrative support for at least 4 major project events annually.