

Finance and Procurement Manager

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project Management Unit (PMU)

Position Description

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| Reporting to: | PMU Project Manager | Work location: | Honiara, Solomon Islands |
| Accountability: | SOLKAS National Technical Working Group | Budget holder: | |
| | | Direct reports: | 2 |

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally-led adaptation projects globally, and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information;
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

Project implementation will be managed by a Program Management Unit (PMU) under the supervision of MECDM and SCSI. Project activities will be delivered by SCSI and the relevant government department including Ministry of Rural Development, Ministry of Education and Human Resources Development, Ministry of Agriculture and Livestock, Ministry of Fisheries and Marine Resources, Ministry of Women, Youth, Children, and Family Affairs, and Ministry of Provincial Government and Institutional Strengthening.

Role Purpose

Reporting to the Project Management Unit (PMU) Project Manager, the PMU core team is responsible for the day-to-day technical support and coordination between government ministries and departments at national, provincial and area council level to ensure project plans are implemented in line with project documents and in line with the compliance requirements of the GCF and Save the Children.

The Finance and Procurement Manager will lead the financial management and oversight of the project, working closely with finance personnel in SCSl, SCA and MECDM. The Finance Manager will be responsible for the day-to-day finance and procurement operations of all aspects of the project and cover a broad range of management and financial accounting along with budget forecasting, monitoring, and support. This includes reporting on funds related to the project, transaction processing, monthly reporting, budget development, monitoring, and forecasts. It will also include building capacity of PMU, MECDM and SCSl counterparts to ensure procurement and financial compliance to the GCF requirements and adherence to the operating principles defined in the project's Program Implementation Manual (PIM).

Key Areas of Accountability

Financial management

- Act as the key focal point for all the project-related finance activities and interface with MECDM finance team, Save the Children Country Office in Solomon Islands, SCA and other key governmental implementing partners and stakeholders.
- Review of program documents, including approved proposals, budgets, Subsidiary Agreement, and final draft PIM.
- Provide finance and procurement technical support to the Program Management Unit to develop the project implementation plan, forecast budget.
- Provide technical oversight for ensuring the PMU implements the GCF program in line with the GCF, MECDM and SCSl agreements, policies and procedures outlined in the PIM.
- Maintain appropriate process controls to ensure financial deliverables are met.
- Work closely with the relevant PMU function specialists to manage and develop annual budgets and forecasts with SCSl and SCA, and complete financial reports for key stakeholders and SCA.
- Liaise closely with MECDM and SCSl staff to ensure budget forecasts are aligned with project plans and that project expenditure aligns with budget forecasts.
- Monitor financial progress of the program (income and expenditure) to ensure timely and cost-effective implementation in alignment with agreed plans and budgets.
- Manage the expenditure of PMU operating costs, including ensuring value for money and identifying cost savings where possible.
- Continue to iterate accounting processes and procedures to ensure optional efficiency.

Finance and Procurement Processes

- Check procurement documents for compliance through regular informal internal audits on quarterly acquittals.
- Manage the implementation of Audits (Internal and External) when required by GCF or SCA.
- Support the development of quarterly forecasts and cash forecasts on the project.
- Support MECDM finance team to produce acquittal reports on a quarterly basis.
- Support SCSl and SCA to complete financial acquittal process to donors.
- Manage cash flow and funding flows through Save the Children and Government of Solomon Islands financial systems.
- Ensure information relating to financial records is correct and up to date in the Save the Children and Government financial system.
- Ensure the delivery of all requirements for the conduct of internal or external audits.

Capacity Building

- Build the capacity of the PMU, MECDM and SCSl procurement and finance teams to manage finance functions in line with guidance provided in the PIM, including funding agreement, procurement, gifts in kind, assets and inventory management, contract and property management and insurances.
- Provide capacity building on the roles and responsibilities of different members of the PMU, use of PIM tools and templates.

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act safely at all times.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, document and manage the risks associated with your team's project and workplaces and ensure appropriate elimination or mitigation measures are applied.
- Ensure staff have completed all required training and have up-to-date background and working with children checks.
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management.
- Show leadership towards health and safety awareness and improvements.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards ([click here to view further details](#)).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements.

Person Specification

Essential knowledge or experience

- Significant experience in humanitarian or development programming and financial and budget management.
- Experience in identification and management of organisational and operational risks.
- Ability to analyse strategic trends and develop appropriate plans and responses.
- Prior experience working in a fast-paced environment and to strict deadlines.
- Well-developed customer service focus (both internal and external stakeholders).
- High levels of attention to detail and quality.
- Computer literacy (including good excel skills).
- Highly organised and able to plan well.
- Effective communication skills in English.
- Able to work harmoniously in cross cultural environment.

Desirable knowledge or experience

- Experience in operational and programmatic functions (e.g., logistics, operations).
- A minimum of 5 to 8 years' experience (with more than 8 years being an advantage) in project finance management related role.
- Knowledge with the Solomon Islands Government financial management system (will be an advantage but not necessary).
- Valid driver's license is desirable.

Required qualifications and/or accreditations

- Bachelor of Commerce, Business, Accounting, or similar tertiary qualification/s, or relevant equivalent experience.

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Flexible working will be required including regular out of office hours calls and frequent travel.