

# Position Description

Finance Specialist – Te KAI



<b>Position Title</b>	Finance Specialist
<b>Supervisor</b>	Operations Manager
<b>Incumbent</b>	Tenano Uan

## Accountability & Working relationships

The Finance Specialist's key accountabilities and working relationships with Te KAI stakeholders are:

- Department of Foreign Affairs and Trade (DFAT) Development Counsellors and Australian High Commission (AHC) Program teams.
- Ministry counterparts and relevant local financial authorities in Kiribati.
- ANZ Bank in Kiribati.
- Commercial sector providers and partners in Kiribati, and regionally as required.
- Tetra Tech International Development Asia Pacific.
- Work closely with the Team Leader (TL), Operations Manager, Procurement Specialist and Construction Project Managers within Te KAI.
- Accountable to the Operations Manager and Team Leader for financial authorities.

## Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

## Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



## Overview of The Kiribati Australia Infrastructure Program (Te KAI)

Te KAI supports state and community development in Kiribati by partnering with the Government of Kiribati and local contractors to deliver small to medium value infrastructure projects. The program creates high-quality, climate resilient infrastructure which caters to the needs of all parts of the community. In addition to infrastructure projects, the program also provides capacity strengthening to industry and government. Te KAI activities therefore fall into two categories which operate hand-in-hand together:

1. **Infrastructure design and construction projects:** Consulting with government and community groups, integrating Gender Equality, Disability and Social Inclusion (GEDSI) and safeguarding considerations, engaging design consultants, coordinating development applications and other government processes, procuring materials both locally and overseas, onboarding local contractors, administering construction contracts, supporting construction progress, providing quality assurance services, monitoring and enforcing health, safety, environment and social safeguarding standards, facilitating handover activities, overseeing defects liability period, monitoring and evaluating indicators and reporting effectively.
2. **Capacity strengthening activities:** Supporting the development of both the local construction industry and Government of Kiribati, particularly MISE Architecture and Buildings Engineering Division. This includes direct assistance with MISE systems and process improvements, technical reviews, mentoring of key staff, development of templates and guidance documents, training and hands-on guidance on site.

Te KAI commenced in March 2024. The initial term of Te KAI is five years, running until March 2029.

## Purpose and Objectives

Based full time in Betio, Kiribati, the Finance Specialist has responsibility for the oversight and management of all financial planning, financial forecasting, and financial operations for Te KAI in Kiribati.

This includes:

- Financial modelling and planning for annual and multi-year work-plans for the program.
- Management of all financial operations including expenditure and forecasting, ensuring all expenditure is approved and compliant with the relevant policies, procedures and contracts.

The Program will require the Finance Specialist to be based in Kiribati for the duration of the program. The Finance Specialist will provide expert advice, support and guidance to the Team Leader, Operations Manager, Project Managers, Design Manager and Construction Manager.

This role is open to I-Kiribati nationals only.

## Key Responsibilities

### Key responsibilities include

#### Planning

- Strategic leadership and management of all aspects of financial planning for Te KAI working across all activities, and in close consultation with DFAT and Tetra Tech, to:
  - Work with program leadership and Team Leader to model and plan budgets for Annual Work Plans (AWP) and other budgets as needed ensuring that budgets align with DFAT budget allocations and the limits established in the Services Order.
  - Work when needed with DFAT to present and negotiate budgets and cost proposals.
  - Ensure that all expenditure forecasting throughout the financial year is accurate, robust and feasible.

## Key Responsibilities

- Coordinate and lead monthly expenditure forecast planning forums to facilitate and support programs to accurately forecast expenditure and aggregate forecasting to whole-of-program projections as part of monthly reporting.
- Identify and document issues for service orders which require contract amendment and prepare financial models for services order amendments.
- Ensure that financial planning pro-actively addresses risk and that management are informed of emerging risks.
- Maintain accurate and timely financial records using QuickBooks, including transaction processing, chart of accounts management, and monthly bank reconciliations.
- Prepare and quality-check monthly financial reports and support invoice preparation, including review of the Unbilled Transaction Report (UBTR) prior to submission.
- Manage accounts payable (AP) processes, including preparation of Local Payment Vouchers (LPVs), Project Expenditure Payment Requisitions (PEPRs), and submission of complete AP documentation to Head Office.
- Work to achieve variances of below 2% for EOFY expenditure in comparison to AWP budgets.

## Expenditure

- Lead and manage Te KAI's financial operations according to the policies and procedures set out in the Operations Manual and relevant local requirements in Kiribati to:
  - ensure that all expenditure commitments are made only for approved AWP budget activities, DFAT requests and the terms and conditions of Services Order.
  - ensure actual expenditure is made in compliance with approved AWP budget activities, DFAT requests, the terms and conditions of services orders and the financial sub-delegations for the program.
  - ensure that the Chart of Accounts is aligned to budget categories to facilitate effective forecasting and expenditure reporting and the coding of transactions is accurate.
  - minimise financial risks for all program operations and proactively report emerging or actual expenditure risks, take appropriate action, including making changes to policies and procedures to mitigate risks.
  - oversee the program's operating accounts in Kiribati with ANZ.
  - oversee the preparation and submission to Tetra Tech: month-end financial reporting submissions; updated monthly expenditure and forecast reports; and, requests for funds transfers to Kiribati.
  - Manage Te KAI petty cash imprest, including custody of cash, processing approved petty cash requests, reconciliation of the cash float, and timely replenishment.
  - Manage advances and acquittals, ensuring advances are recorded, monitored, and acquitted within required timeframes in line with program procedures.
  - Provide financial advice and support to program staff and management, and ensure financial documentation is audit-ready and available for spot checks, audits, and reviews.

## Procurement

- Manage the simple/low costs procurement and purchasing for the program for supplies, goods and services
- Provide support to the Operations Manager and Procurement and Construction and ProjectManagers as required regarding procurement and purchase of goods and services.

## Reporting

- Prepare high quality program financial reporting including monthly, quarterly, 6 monthly and annual reports.
- Proactively prepare ad-hoc financial reports and analysis to support DFAT and Te KAI Senior Management in decision-making and planning.

## Human Resources

- Provide support to employee payroll or other financial management for employed staff as required by the Operations Manager

## Key Responsibilities

### Policies, Procedures & Continuous Improvement

- Maintain high-quality policies and procedures for all financial operations by ensuring the Program Finance Manual is fit-for-purpose and up-to-date (annual updates are the minimum requirement).

Continually seek ways to improve financial operations performance, planning, budgeting risk management and reporting.

### Fraud Awareness & Control

- Ensure that financial operations are conducted in a manner that prevents and minimises the likelihood of fraud including ensuring the fraud zero tolerance policy is applied and the whole-of-program team understand that fraud control is everyone's responsibility.
- Report and investigate any suspected or actual incidents of fraud in accordance with Tetra Tech and the DFAT fraud reporting policies.
- Provide regular fraud awareness and control training to staff.

### General

- Undertake additional Program operations management duties as may be reasonably required by the Operations Manager or Team Leader.

### Risk Management and Safeguarding

- Support the integration of the program's cross cutting priorities for Gender Equality, Disability and Social Inclusion (GEDSI), Civil Society Engagement, Climate Change and Emergency Preparedness and Response across all aspects of the program's activities and operations.
- Working with Te KAI's management to ensure DFAT and Tetra Tech International Development's compliance standards regarding finance and accounts are implemented across all program operations (including child protection, PSEAH, environmental protection, and fraud/anti-corruption control) .

## Selection Criteria

### Qualifications

- Tertiary qualifications in accounting, finance, business or commerce highly desirable
- Certified Practising Accountant (CPA) or equivalent qualifications are highly desirable.

### Experience

- Proven expertise in accounting processes, standards and software, financial systems management and expenditure reporting, ideally within large/high value donor funded development programs.
- Proven experience developing complex budgets for multi-year development assistance programs with multiple sub-projects projects.
- Proven experience managing budget forecasting and expenditure tracking to required targets (e.g. monthly, quarterly and annually).
- Proven experience in the financial management of activity budgets with down-stream partners.
- Proven experience developing and maintaining policies and procedures in financial operations.
- Demonstrated experience anticipating and effectively responding to client needs.

### Knowledge and Skills

- Leadership level knowledge and skills for financial policy and procedures, financial planning, budgeting and budget control, expenditure forecasting and reporting, accounting, purchasing and procurement, employee payroll, petty cash and bank account management, and compliance with financial statutory requirements of applicable legal environments.
- Leadership level skills in Microsoft Excel and accounting software such as Reckon/QuickBooks (or a similar accounting software package).
- An ability to understand the development context of Kiribati.

## Selection Criteria

Understanding of DFAT and Tetra Tech International Development's policy commitments to gender equality, disability and social inclusion, and climate change/disaster. risk reduction in program implementation.

- Understanding of DFAT and Tetra Tech International Development's compliance standards including child protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), environmental protection and fraud/anti-corruption.

## Personal Attributes

- Demonstrated ability to develop and share a vision and deliver strategic approach.
- Sensitivity to other cultures and the ability to act appropriately in the context of Kiribati within a multicultural workplace.
- Ability to work according to agreed principles and model Tetra Tech and the program's principles including transparency, accountability, fairness and collaboration.
- Strong communication and interpersonal skills, including demonstrated ability to engage at a senior level, build and maintain networks, provide advice and communicate effectively (both written and verbal) on sensitive issues with a culturally and professionally diverse range of stakeholders.
- An effective operator who is committed to coaching and mentoring others and leads by example.
- Able to manage relationships, conflicts and tensions between key stakeholders under a context that is potential vulnerable to political agendas.
- A demonstrated commitment to cross-cutting issues.
- Able to cope with ambiguity and a fast-changing operating environment.

## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*