

Position Description

Finance and Administration Officer



Position Title	Finance and Administration Officer
Work Area	Pacific Humanitarian Warehousing Program – Infrastructure Support Unit
Supervisor	Finance Management and Administration Specialist
Location	Suva, Fiji
Type	LES - FTE

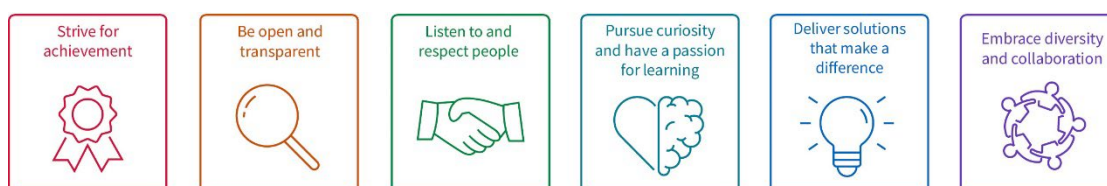
Tetra Tech International Development

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 Pacific Humanitarian Warehousing Program Infrastructure Specialist Unit

The Pacific Humanitarian Warehousing Program (PHWP) is a Pacific led, multi-donor investment to enhance humanitarian warehousing capability in 14 Pacific island countries and Timor-Leste. Participating countries include: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu. The PHWP End of Program Outcomes (EOPO) are:

- EOPO 1:** Pacific governments and humanitarian partners have timely access to climate and disaster resilient, fit-for-purpose warehouses and disaster relief supplies that are accountable to and meet the needs of those most at risk such as women, children, people with diverse sexual orientation, gender identity or expression, and sex characteristics (SOGIESC), people with disabilities and older persons.
- EOPO 2:** Warehouse and supplies management are funded to an appropriate scale and contribute in a complementary way to stronger national and regional partnerships for preparedness, response, and recovery outcomes.

3. **EPOPO 3:** National Pacific and Timor-Leste partners are increasingly able to independently manage humanitarian warehouses and pre-positioned supplies in ways that increase climate and disaster resilience and are more inclusive of community, based on contextual diversity, including those most at risk.

The core implementing partner of the PHWP will be the Pacific Community (SPC). Tetra Tech International Development (Tetra Tech) will implement the infrastructure components of PHWP on behalf of the Department of Foreign Affairs and Trade (DFAT). As the Infrastructure Specialist Unit (ISU) Contractor, Tetra Tech will work as a close partner with the SPC PMO to develop warehouse solutions that will include a mix of design and construct, refurbishment and rental options, dependent on partner country needs. Program delivery will be guided by the thematic priorities of locally led development; gender equality, disability and social inclusion (GEDSI); and green humanitarian action.

Purpose and Objectives

About the Role

The Finance and Administration Officer will support the day-to-day financial, administrative, procurement, and operations functions of the PHWP - ISU. The role will work closely with the Financial Management and Administration Specialist, the Procurement and Contracts Specialist, the Program and Operations Manager, the PHWP-PMO, and Tetra Tech Corporate teams, to ensure payments, procurement records, financial documentation, travel and logistics, office administration, asset records, and compliance requirements are managed accurately, efficiently, and in-line with Tetra Tech and DFAT requirements.

The position is important to maintaining strong operational support controls for a complex regional infrastructure program operating across 14 Pacific Island countries and Timor Leste. It will help ensure that financial and administrative processes are timely, well documented, audit ready, and responsive to the needs of the ISU, SPC PMO, DFAT and key partner country stakeholders.

Key objectives include:

- Support accurate, timely and compliant financial administration, payment processing, expenditure tracking and supporting documentation.
- Assist with procurement, vendor administration, contract filing and operational compliance in accordance with Tetra Tech procedures, DFAT requirements and applicable Commonwealth Procurement Rules.
- Maintain reliable administrative, travel, logistics, asset and records management systems that support effective program delivery.
- Support budget monitoring, forecasting, reporting, audit preparation and timely follow up of financial and administrative actions.
- Contribute to practical process improvements, knowledge transfer and consistent use of program templates, registers and filing systems.

Key Responsibilities

KR 1: Financial administration, expenditure control and reporting

- Support the preparation, checking and processing of invoices, payment requests, reimbursements, acquittals and other finance transactions.
- Review supporting documentation to confirm that expenditure is appropriately authorised, coded, matched to approved budgets, contracts, purchase orders or activity plans, and supported by complete evidence.
- Maintain finance trackers, payment logs, expenditure records and supporting schedules to assist with monthly financial monitoring, forecasting and reporting.
- Support bank, supplier, credit card, petty cash or other reconciliations as required, and follow up outstanding documentation or queries in a timely manner.
- Assist with preparation for internal reviews, audits, spot checks and DFAT or corporate compliance requirements by ensuring files are complete, accurate and audit ready.

KR 2: Procurement, vendor and contract administration support

- Support procurement planning and administration, including preparation of request for quotation documentation, evaluation packs, procurement files, approvals and records of decision.
- Assist with vendor onboarding, supplier information checks, bank account verification, conflict of interest documentation and due diligence requirements, including EthixBase where applicable.
- Maintain procurement, vendor and contract registers, including key dates, deliverables, variations, approvals, expiry dates and payment milestones.
- Support contract administration by maintaining complete electronic files for contracts, purchase orders, variations, deliverables, approvals, invoices and close out documents.
- Ensure procurement and contract records are maintained in accordance with Tetra Tech procedures, DFAT requirements, value for money principles and applicable Commonwealth Procurement Rules.

KR 3: Program administration, logistics and office support

- Provide day-to-day administrative support to the ISU, including meeting coordination, minute taking, action tracking, calendar support, document formatting, correspondence and general office administration.
- Coordinate domestic and international travel administration, including travel requests, itineraries, bookings, accommodation, per diems, acquittals, travel files and related logistics.
- Support workshops, meetings, country missions and program events, including venue bookings, participant lists, logistical arrangements, supplies, catering, documentation and follow up actions.
- Support onboarding, mobilisation and demobilisation processes for staff, advisers and consultants, including access requests, forms, equipment, travel arrangements and administrative briefings.
- Liaise with service providers, suppliers, landlords, consultants and corporate support teams to resolve routine administrative and operational matters.

KR 4: Records, asset and inventory management

- Maintain accurate electronic filing systems on SharePoint or other approved platforms, ensuring finance, procurement, contract, HR, travel, asset and administration records are complete and easy to retrieve.
- Maintain asset, equipment and inventory records, including issue and return forms, custodianship details, condition checks, disposal records and periodic stocktakes.
- Support management of office supplies, program equipment and operational resources required by staff and advisers.
- Ensure sensitive financial, personnel, procurement and commercial information is handled confidentially and in accordance with Tetra Tech and program requirements.
- Support continuous improvement of templates, registers, checklists and filing protocols to strengthen consistency, compliance and institutional memory.

KR 5: Coordination, communication and team support

- Work collaboratively with the Financial Management and Administration Specialist, Procurement and Contracts Specialist, and the Program and Operations Manager, technical advisers, SPC PMO, DFAT and Tetra Tech corporate teams to support effective program implementation.
- Track finance and administration actions, deadlines and follow ups, and escalate risks, delays, missing information or compliance issues early.
- Provide clear and timely communication to team members, suppliers and stakeholders on routine finance, procurement, travel and administration requirements.
- Contribute to work planning, risk management, reporting and operational problem solving by providing accurate administrative and financial information.
- Undertake other relevant finance, administration, procurement and operational tasks as reasonably directed by the supervisor or program leadership.

KR 6: Capacity Strengthening and Knowledge Transfer

- Support staff, advisers and consultants to correctly use finance, procurement, travel, asset and administration templates, processes and filing systems.
- Contribute to simple guidance notes, checklists and process improvements that make operational requirements easier to understand and apply.
- Share practical knowledge with team members and local counterparts where relevant to strengthen consistency, accountability and local ownership of systems.
- Promote a culture of compliance, transparency, value for money, respectful teamwork and continuous improvement across ISU operations.

Selection Criteria

Qualifications

- Relevant tertiary qualifications in accounting, finance, business administration, project management, or a related field.
- Professional accounting, finance, procurement, or business administration certification is desirable.
- Equivalent relevant experience may be considered where it demonstrates strong capability in finance and administration of donor funded programs.

Experience

- Minimum of 5 years of relevant experience in finance, administration, procurement support, project operations or a similar role.
- Experience working with donor funded programs, international development organisations, NGOs, consulting firms, government programs or regional projects is highly desirable.
- Experience supporting invoice processing, payment documentation, budget tracking, reconciliations, acquittals, financial reporting and audit preparation.
- Experience supporting procurement administration, vendor onboarding, contract registers, travel logistics, event coordination, asset management and records management.
- Experience working in Fiji, the Pacific or a multi-country operating environment will be an advantage.

Knowledge and skills

- Strong working knowledge of financial administration, internal controls, segregation of duties, document verification, expenditure tracking and audit ready filing.
- Strong knowledge of Commonwealth Procurement Rules, value for money principles, procurement documentation and donor compliance requirements, or demonstrated ability to apply them quickly and accurately.
- High level proficiency in Microsoft Excel, Word, Outlook, Teams and SharePoint, including use of spreadsheets, trackers, registers and document management systems.
- Ability to prepare clear written correspondence, minutes, simple reports, registers and financial or administrative summaries.
- Strong organisational skills, attention to detail and ability to manage multiple deadlines in a fast paced program environment.
- Sound judgement, confidentiality and integrity when handling financial, procurement, personnel and commercially sensitive information.
- Understanding of GEDSI, safeguarding, PSEAH, child protection, climate and disaster resilience considerations in development or humanitarian programming is desirable.

Personal Attributes

- Highly organized and able to manage competing priorities in a fast paced work environment
- Exceptional interpersonal skills and ability to work flexibly within a team.
- Ability to assess and work sensitively in a cross-cultural multi-stakeholder context.
- Exceptional attention to detail.
- Proven ability to work with a multi-disciplinary team in a complex project management environment.
- Ability to use initiative, be proactive in approach and identify practical ways to improve administrative and financial systems.
- Professional, respectful and service oriented, with a strong commitment to accountability, value for money and ethical conduct.

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. All staff are expected to adhere to our Child Protection Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

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 (PSEAH)

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind. All staff are expected to adhere to our PSEAH Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

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.