

Accounting and Office Administrator

The Secretariat of the South Pacific Regional Fisheries Management Organisation (SPRFMO), based in Wellington, is seeking a full-time “Accounting and Office Administrator” who will look after the Secretariat’s financial records and will ensure the smooth running of the office. The position requires an accounting degree as well as excellent organisational and interpersonal skills, and entails occasional international travel. As a staff member of the SPRFMO Secretariat, the incumbent will be an international civil servant and has to conduct him- or herself in a manner in keeping with the international nature of the Commission.

The Accounting and Office Administrator works under the supervision of the Executive Secretary and closely collaborates with other staff members. He/she is expected to carry out the following work:

1. **Administration of financial accounts** using the procedures described in the SPRFMO Financial Regulations and the internal Finance Manual, in particular:
 - Manage accounts receivable and payables, maintain complete sets of financial records in Xero and prepare monthly financial reports;
 - Manage, monitor, and set control measures for the SPRFMO bank accounts and banking transactions using the online banking platform;
 - Initiate all payments and their clearance by the Executive Secretary;
 - Administer monthly salaries, benefits and leave in ACE Payroll;
 - Liaise with IRD and administer IRD-related tasks including PAYE and GST returns;
 - Support the preparation of the annual billings to Contracting Parties and record the financial contributions by Commission Members and Cooperating non-Contracting Parties;
 - Prepare the Annual Financial Report and support its presentation;
 - Prepare the background documentation for the annual audit and liaise with the external auditors;
 - Work with the Executive Secretary and other staff members on the preparation of budgets and reviewing progress against budget, including the monthly preparation of expense forecasts.

2. **Provision of administrative services, in particular:**
 - Manage and update the Secretariat’s list of contacts in close collaboration with other staff members;
 - Communicate with SPRFMO’s contractors and service providers;
 - Administer and order office equipment and supplies;

- Perform archiving duties which include the manual and digital filing of all correspondence and supporting the Secretariat's general file and document organisation;
- Liaise with travel agents and assist with the travel arrangement of SPRFMO staff including flight bookings, hotel reservations, calculate daily subsistence allowance;
- Liaise with the office property manager to ensure that the SPRFMO premises are properly maintained and cleaned;
- Assist in the organisation of international meetings and support the meeting onsite;
- Advise the Executive Secretary with regard to security and safety issues and coordinate emergency training and first aid as appropriate.

3. Other tasks as requested by the Executive Secretary.

The incumbent may be requested to carry out additional duties if required, e.g. standing-in for absent colleagues.

Minimum educational requirements and core competencies:

- Accounting degree qualified
- 3 years of work experience as accountant
- In-depth knowledge of accounting and payroll software (Xero, Ace Payroll) and Microsoft Office products (Excel, Word, PowerPoint)
- Familiarity with office administration and organisation
- Very good spoken and written command of the English language (additional languages are a plus)
- Very good communication and interpersonal abilities
- High competency regarding attention to detail, problem-solving and initiative
- Flexibility and capability of working independently
- Willingness and ability to travel abroad
- Interest and capacity to work in an international and multicultural context

Start Date: 1 August 2016

Salary: \$50 000 to \$60 000 NZD (plus benefits) depending on education and experience.

Deadline for applications: Monday, 16 May 2016.

Applications should be directed to the Executive Secretary and submitted by email to secretariat@sprfmo.int.