



TERMS OF REFERENCE

Name of the project	“Strengthening the Tuvalu Survival Fund Project”
Job Title:	Program Finance Officer
Duty station	Funafuti, Tuvalu
Duration:	24 months
Annual salary	AUD\$25,891.00

I. Background

Climate impacts are increasingly leading to loss and damage, particularly in small island developing states (SIDS) such as Tuvalu, as confirmed in the Intergovernmental Panel on Climate Change’s 6th Assessment Report¹. Consequently, global attention on addressing loss and damage has been increasing, with agreement reached last year at the United Nations Framework Convention on Climate Change (UNFCCC) 28th Conference of the Parties (COP28) to operationalise an international Loss and Damage Fund (LDF). The modalities, access and allocations of the Fund are all still under consideration. Pacific SIDS have been advocating strongly for the fund to be directly accessible by countries and organisations within the countries, to ensure the maximum amount of loss and damage finance can reach people who need it most. Innovative approaches to disbursing loss and damage finance are also being considered, including through sovereign wealth funds.

Thus, the Strengthening the Tuvalu Survival Fund Project (S-TSF) has been developed in response to the need for innovative and country-driven approaches to address loss and damage in the Pacific. The S-TSF project aims to strengthen the existing Tuvalu Survival Fund to create and test a window for loss and damage funds under the TSF.

II. Functions / Key Results Expected

The Program Finance Officer will work on a full-time basis and report to the TSF Coordinator and the Climate Change Director.

The Program Finance Officer has the following key responsibilities:

- Provide quality financial and processing services for all programs and projects under the CCD;
- Establish and administer a financial management system for project in accordance with the relevant multilateral and bilateral donor guidelines concerning administration of disbursements, and arrangement of direct payment to contractors;
- Establish an inclusive (within the Tuvalu Development Fund) and possibly exclusive where needed, project account(s) for the programs and projects and maintain it according to the Government accounting principles;

- Provide the necessary accounting services to ensure effective and efficient project administration;
- Provide inputs to the monthly and quarterly progress reports and financial acquittals;
- Coordinate with the Auditor General's Office for, and arrange annual auditing of a project account, ensuring relevant requirements of audit are met. Prepare accounts and documentation for the annual external audit of project funds. In consultation with the Ministry, prepare a response to the auditor's Management Letter;
- Initiate timely disbursement of project funds by preparing relevant documents required for periodic replenishment of the account and disbursements;
- Manage, record and report on the government in-kind contribution to approved programs and projects;
- Ensure contract ledgers are updated and sufficient balances in projects accounts to finance expenses for day-to-day project activities;
- Assist with the preparation of annual project budgets in coordination with the work plan and procurement plan;
- Contribute to an effective team operation, attending and participating in project team meetings and identifying ways to improve the efficiency, accountability and performance of the project;
- Contribute to the effective operation of the project through proper filing of documentation, reports and correspondence generated or managed by the Accountant (withdrawal application, payment requests, financial reporting, audit, etc.) in both paper and electronic copies;
- Perform any other relevant tasks deemed necessary by the Climate Change Finance Advisor or the Director in relation to managed projects;
- Provide financial management inputs for the Mid Term Report, Completion Report and Progress Reports of projects;
- Prepare financial management risk framework and necessary controls;
- Perform any other duties as requested by donors and directed by the Director.

III. Recruitment Qualifications

Education: At the most Diploma level but preferably a Bachelor's degree in Accounting, Finance, Economics, Business/Public Administration, Project Management or any other relevant field.

Experience:

- A minimum of three (3) years of relevant experience in financial accounting, financial monitoring and reporting, assets management, procurement of goods and services, operating IT systems, document and information management.
- Experience in working and collaborating within governments is an asset as well as experience in financial management of completed projects;

Languages: fluency in English and Tuvaluan, including writing and communication skills.

IV. Organisational Setting and Reporting

The Program Finance Officer will be required to attend the office on a daily basis as per government official timing.

V. Duration of the assignment

The incumbent will start from the date of signing of the contract till the closure of the project.

VI. Assessment

Evaluation of qualified candidates may include an interview.