



Protected Areas Network Fund
P.O. Box 6094, Koror Republic of Palau 96940
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PAN FUND POSITION DESCRIPTION

JOB TITLE: Finance Officer

JOB TYPE: Full-Time, Regular Position

DUTY STATION/LOCATION: PAN Fund Office, Koror, Republic of Palau

SUPERVISOR/MANAGER: PAN Fund General Manager

POSITION SUMMARY:

The Finance Officer (FO) is a supervisory level position reporting directly to the General Manager. This position is responsible for assisting the GM with appropriately authorizing and disbursing funds. The FO is responsible for building and managing effective and streamlined financial systems including accounting, legal, IT, and other related areas. As a member of the management team, the FO will be involved with strategic planning, evaluation, and professional development of initiatives for the PAN Fund and the Network.

DUTIES/RESPONSIBILITIES:

Description

1. Financial and Accounting Administration

- Collaborate with the GM to develop, implement, and maintain effective accounting and financial policies, processes, and internal controls.
- Responsible for overseeing the management of financial accounts, budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed programs.
- Responsible for the establishment, maintenance, coordination, and management of the implementation and production of financial and accounting reports, inclusive of full charge of PAN Fund's books and accounting control procedures, chart of accounts, payroll, A/P, A/R, revenues, deposits, effective and efficient internal controls with account reconciliations on monthly, quarterly, and annual schedules.
- Provide recommendations to the GM with revising or developing general policies as well as the administrative and financial procedures of the PAN Fund.
- Collaborate and assist with analyzing and reviewing budgets and expenditures with trends analysis for PAN Fund financial flow and programs – the community, state, national, private funding, contracts, and grants, inclusive of programs for PAN member States and PAN Institutional Agencies/Members;
- Coordinate and assist with audits.

2. Policy and Executive Support (incl. Reports)

- Responsible for preparing, monitoring, and reviewing financial, accounting, and related system and program reports for accuracy and completeness with monthly, quarterly, and annual financial reporting materials.
- Assist the GM with developing appropriate policies and procedures relating to financial management; including HR, payroll, and benefit functions;
- Assist the GM and management team with research, data compilation, and preparation of financial reports with general information for consideration and/or presentations by network partners, management, committees and Boards of Directors.
- Develop and maintain applicable policies and procedures for the organization.
- Provide recommendations to the Board of Directors on applicable policies, laws, and other issues relating to the work of the PAN Fund.

3. Organizational Development

- Provide financial/funding related technical support for PAN member States, partners, and stakeholders.
- Conduct presentations and provide support in education, communication, and outreach/awareness campaigns – nationally, regionally, and internationally; participates in donor and member events and other events of interest to funders/donors, partners and grant recipients; conducts site visits.
- Maintains professional and technical knowledge of financial management requirements, policies, and procedures by attending educational workshops; professional developments; researching and reviewing professional publications; establishing professional networks; and participating in professional societies.

4. Other Duties as assigned By the Board and or GM

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, and ABILITIES

Factor 1: Education:

- Bachelor's Degree in Business Administration, Marketing, Finance, or related field.

Factor 2: Experience:

- Must have a total of 10 years of experience working as a mid-level to senior manager;
- At least 5 Years of experience managing similar size organization;
- Must have experience with management of at least 5 staff;
- Must have experience with using major computer software.

Factor 3: Skills:

- Advanced Microsoft Office skills (Word, Excel, Publisher, PowerPoint and Outlook);
- Excellent verbal and written communication in English and Palauan;
- Organized and able to meet various deadlines;
- Required to have expertise or extensive knowledge in financial management, budget development and management, developing complex work plans that affect various institutions;
- Must be able to understand management practices, and be able to work with a variety of people from various communities;
- Must possess excellent analytical skills in order to solve or develop solutions to complex issues and challenges.

Factor 4: Responsibilities:

- Will be responsible for overseeing all activities under the PAN Fund organization, including day to day activities of staff;
- Will be responsible for approving major requests and transactions from all PAN States/ Sites;
- Will be responsible for ensuring completion and submission of required reports to the Board and other entities;
- Will be responsible for communicating with the Board, stakeholders, OEK, ROP Executive Branch, and other organizations locally, regionally and internationally.

Factor 5: Complexity:

- Responsible for the development of annual and other work plans required by the organization;
- Responsible for making difficult and complex decisions regarding PAN Funds;
- Responsible for ensuring appropriate decisions are made in a timely manner for the continuous performance of all sites;
- Development of plans to ensure continued PAN operation and long-term sustainability;
- Develop, implement, evaluate and review, from time to time, the general policies as well as the administrative and financial procedures of the PAN Fund.

SALARY: Negotiable, based on education, experience and specialized skills.

Closing Date: July 30, 2017 – Interviews by Invitation Only

TO APPLY: Submit completed application with CV or resume to Regis Emesiochel, General Manager in any of the following methods:

- Email remesiochel@palaupanfund.org , Subject: JA No. 01_2017 – Finance Officer
- Hand Delivery to PAN Fund Office located at Tommy E. Remengesau Jr. Building, (PICRC) Marina Rd or
- Via post mail addressed to PAN Fund Office, P. O. Box 6094, Koror, Palau 96940, Labelled: JA No. 01_2017 – Finance Officer

PAN Fund is an Equal Opportunity Employer