


VSA Assignment Description

Assignment Title	Finance Training Officer
Assignment Modality	Standard (in-country)
Assignment Number	41975
Country	Kiribati
Location	South Tarawa
Partner Organisation	Live and Learn Environmental Education
Duration	12 months
Sustainable Development Goals	

1. Partner Organisation Overview



Live & Learn Environmental Education (LLEE) educates, mobilises communities, and facilitates supportive partnerships to help move towards a sustainable future.

Live and Learn works across 6 key focus areas to implement projects and strengthen communities, all working towards the goal of encouraging individual and community attitudes, values and actions that are ethical and sustainable. The key focus areas are as follows:

- Climate resilience
- Environmental protection
- Water, sanitation and hygiene
- Equality and inclusion
- Disaster risk reduction and response
- Food resilience

2. Assignment Overview

The current in-country finance team does not have the required skills, training, and experience to carry out all the duties expected of them in their roles. We are currently supporting them from the Melbourne office; however it is not sufficient and there has been little development in the skills of the local finance team in this time. The staff are eager to learn and improve but currently have little tools available to them to realise this goal. There are not enough options locally to train them to the level required of their current roles. It is especially important that we upskill the finance team as soon as possible given the increasing number of projects, donors, and funding they are working with and the ensuing increase in the level of reporting that is required. Upskilling the finance team will not only increase their internal capacity, but it will also help them to meet the external requirements of donors that need to be met to ensure continued work and funding from these external partners.

3. Goal/Outcomes/Outputs

Goal

The local finance team are able to carry out their duties on their own, with the only thing required by the Melbourne team to review their work.

Outcome 1

Local staff are able to use MYOB for all functions required of their role.

The volunteer will train staff in:

- Their ability to interpret, follow and create budgets and invoices in accordance with LLEE internal structure and procedures.
- Creating and regularly maintain and update registers for all types of leave.
- Tracking tax and super obligations and make regular payments and reports for these figures as required,
- Using MYOB to gather and review data required for regular financial reporting, and to identify any mistakes made in transactions and other entries.

Outcome 2

Staff are able to follow LLEE internal and external donor requirements.

The volunteer will train staff in:

- Generating, understanding, and discussing reports and, to be able to meet milestone reporting dates and requirements from donors
- Being able to review and discuss their own financial reports internally as well as to keep track of their own financial data to support timely and correct creation of invoices

Outcome 3

Development of a shared knowledge base to minimise the effect of staff turnover and ensuring organisational knowledge is not lost.

- Meet staff on a regular basis to ensure there is consistency with internal guidelines and procedures and processes.
- Work with finance team on a professional development plan, including supporting the creation of a training manual and ensuring thorough documentation of procedures, processes and systems.
- Review training sessions provided and reflect on the effectiveness of training

4. Reporting, Working Relationships and Capacity Building

The volunteer will report directly to Brucetta Toatu, in-country Programs Director and will be accountable to Indira Wijisenghe, Finance Manager and Patric Agresta, Project Accounting Coordinator. On a day-to-day basis, the volunteer will predominantly work with the following:

- Indira Wijisenghe - Finance Manager
- Patrick Agresta - Project Accounting Coordinator Pauline Komolong - Wash Coordinator/ Kiribati Coordinator
- Brucetta Toatu - Programs Director
- Roona Raobaiti - In Country Finance Manager
- Moerenga Moote - In Country Finance Officer

The volunteer and Live and Learn will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- Background in accounting and finance
- Experience using the MYOB accounting system.
- Understanding of how to follow program budgets.
- Understanding of HR functions and policies (ie payroll, leave, etc)
- Understanding of organizational policies

Desirable

- Understanding of local tax and super/KPF systems in Kiribati
- Professionalism
- Contactable during office hours - ie contactable by both Kiribati and Melbourne teams
- [Type desirable professional specifications here]

Personal Specifications

Essential

- Will be working with a team whose first language isn't English, so good communication skills is essential
- Needs to be able to familiarize themselves with all organizational guidelines and practices
- Needs to be flexible as task priorities can change quickly.
- Understanding of local/Pacific culture
- Integrity - principled and must be able to follow all codes of practice
- [Type essential personal specifications here]

Desirable

- Meticulous in documentation and review
- Ability to stick to deadlines.
- Able to be positive and reassuring to the local finance team and offer them guidance where necessary.

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Kiribati, see [VSA in Kiribati](#)

8. Living and Working Situation

The office space is ample for our current staff with the front area used for Food Cube and Garden demonstration for people who come and enquire about seeds and advice on Smart Agriculture. We have 3 rooms (1 used by WASH program -seats 4 staff with desk set up openly with compartments, another is used by Food Security program seats 4 staff also, one smaller room by the reception area is used by Finance and Administration Staff, and the 3rd is used by the Country Manager and Program Director. As you enter the main door, the reception area is used for staff meetings and meetings with partners who come to visit LLEEK. We have 2 bathrooms with shower facilities and hand washing basins and also a kitchen with sink and water taps and shelves. We haven't got a fridge and other basic necessities yet but there is room for them. There are 3 10,000 Litres of Rainwater tanks. We have good internet access during very good weather but not so reliable during rainy days. All the rooms have air conditioning, and we have 12 staff now.

Additional Information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of 1300 AUD.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.