


# VSA Assignment Description

<b>Assignment Title</b>	Financial Adviser
<b>Assignment Modality</b>	Standard in-country
<b>Assignment Number</b>	41966
<b>Country</b>	Samoa
<b>Location</b>	Upolu Island
<b>Partner Organisation</b>	Samoa Family Health Association (SFHA)
<b>Duration</b>	12 months
<b>Sustainable Development Goals</b>	

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## 1. Partner Organisation Overview

Samoa Family Health Association (SFHA) is the leading family planning and reproductive health services organization in Samoa, through the clinic in Motootua, Apia – as well as the Mobile Clinic for ease of access for those who live in rural areas. It was established in 1962 as a non-government association that is primarily funded for by donor partners. In 1987, SFHA became a member under the International Planned Parenthood Federation. SFHA’s vision is to make sure that all Samoan people, especially the marginalized and vulnerable, have access to quality, sexual and reproductive health (SRH) services and education. SFHS also proactively engages in advocacy work in our local communities. SFHA is committed to delivering quality service that maintains confidentiality and making sure there are integrated services that will meet their needs in this area.

The target population for our community service delivery are – Females (youth and adults), Males (youth and adults), people with disabilities, as well as primary and secondary schools. Services provided are – Antenatal Care, Sexually Transmitted Disease examinations, Counselling (including Gender Based Violence testing). We also facilitate Youth Clinics to encourage the youth to come in for general health check-ups and hopefully have the ‘hard’ conversations that they may be too afraid to share at home.

SFHA currently has 21 employees, is governed by a Board of Trustees with 20% seats for Youth Board Members.

## 2. Assignment Overview

One of the biggest challenges is the delay in getting our financial reports out. We have an overload of programmes and different donors which all require monthly budget updates and financial reporting, but we only have two members on the finance team. It is often challenging to meet the demands of the daily administration tasks, such as the processing of payments and keeping up with the invoices, as well as maintaining up to date with financial reports.

Most of the SFHA systems are manual and keep track of all the records is a major challenge. Our financial policies also need to be reviewed and strengthened to ensure they are current and put into practise. We believe that having a volunteer will also support the recommendation to hire another staff member to assist with the comprehensive work in our department.

Having consistent and stable financial reporting is imperative to the organisation as SFHA relies heavily on donor funding for ongoing operations. If we cannot continue to secure this funding, the organisation will not be able to function. The outreach programmes that raise awareness in the community are dependent on this funding, so without proper financial support and reporting they may be jeopardised.

### **3. Goal/Outcomes/Outputs**

#### **Goal**

The organisation will have a strong finance team with more robust financial management systems and processes in place, maintaining accountability and transparency of all donated funds to SFHA.

#### **Outcome 1**

All reporting templates and donor updates are completed on time and up to date.

- Explain the different reporting templates to the Finance team.
- Assist and train staff in understanding where the information will come from and writing the reports for donors.
- Alongside staff, put in place systems for monitoring and understanding the availability of the different donor funds.

#### **Outcome 2**

Financial policies are reviewed and strengthened.

- Review the current financial policies of SFHA.
- Identify gaps in the current policies in discussion with SFHA staff.
- Assist and train staff in drafting new financial policies that need to be in place as well as monitoring adherence to financial policies.

#### **Outcome 3**

Systems for the procurement of goods are reviewed and strengthened.

- Create new systems and processes for keeping track of all payments.
- Review online accounting tools or systems for monitoring invoices and payments.
- Train and build the capacity of the team in using any new system, including writing a training manual for use going forward.

### **4. Reporting, Working Relationships and Capacity Building**

The volunteer will report directly and be accountable to, and work on a day-to-day basis with the Finance Manager and Assistant. The volunteer, together with the team, will assess the priorities at the start of the assignment, and identify key areas for capacity building, training, and mentoring to ensure the skills shared will be sustainable beyond the volunteer assignment. Strengthening the team will contribute to more efficient and robust finance management systems for SFHA.

We believe that a volunteer will help SFHA greatly to build our capacity through identifying the gaps in knowledge and suggesting ways to address these as well as introducing new systems which will streamline the work for the finance team to keep track of all the finances. As day-to-day tasks are completed and issues arise, the volunteer will be able to share their knowledge and skills to raise the level of the local team, which positively impacts the service delivery of SFHA.

The volunteer and SFHA 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

- Bachelor Degree in Financial Management
- Proven experience in financial and accounting systems (ie. financial reporting)
- Understanding of MYOB accounting system (SFHA uses this programme)
- Computer and technological skills (e.g. financial software, Microsoft office etc)
- Demonstrated ability and experience in providing financial advise

#### Desirable

- Experience in financial policy writing and analysis
- Ability to adapt necessary training to fit the local context

### Personal Specifications

#### Essential

- Interpersonal and communication skills
- Transparency and accountability
- Cross-cultural awareness and sensitivity
- Ability to be flexible and adapt to a new working environment
- A preparedness to work with limited resources within a challenging environment

#### Desirable

- Willingness to learn the language
- Ability to adapt to a new environment and culture

## 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 Samoa, see [VSA in Samoa](#).

Refer also to the following links;

- Untold History of Samoa: [Untold Pacific History | Episode 3: Samoa - NZ's Colonisation of Samoa & the Mau Movement | RNZ - Bing video](#)
- New Zealand Aid Programme in Samoa: [MFAT NZ & Samoa-4YP.pdf](#)
- Samoa Government Website: [Government of Samoa \(samoagovt.ws\)](#)
- Samoa Tourism Authority: [Samoa Tourism Authority - Corporate Website](#)
- Pocket Guide of Samoa: [A Brief History of Samoa 📖 - Samoa Pocket Guide](#)
- Beautiful Samoa: [Uncover the History of Beautiful Samoa | Samoa Tourism](#)

## 8. Living and Working Situation

VSA Samoa team will source basic, comfortable, and furnished accommodation that is within the budget of the programme, prior to the volunteer's arrival.

The office is located at Motootua across the road from the main hospital. There is a bus stop just outside the office and a few taxi stands nearby. There are a few small shops alongside the main road where the SFHA office is with a few food stalls, and a short walk to Café 19628 not far from the office.

There is an air-conditioned front office where the two finance team members are based (both women), with a desk and computer for the volunteer. Internet access is available at work.

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### Additional Information

#### Standard Assignment (12 months or more)

##### 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. The volunteer will receive a monthly living allowance of SAT \$1900.

### *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.*