

Cook Islands National Environment Service
GOVERNMENT OF THE COOK ISLANDS

PO Box 371 Rarotonga Cook Islands Phone (682) 21256 www.environment.gov.ck

POSITION SUMMARY

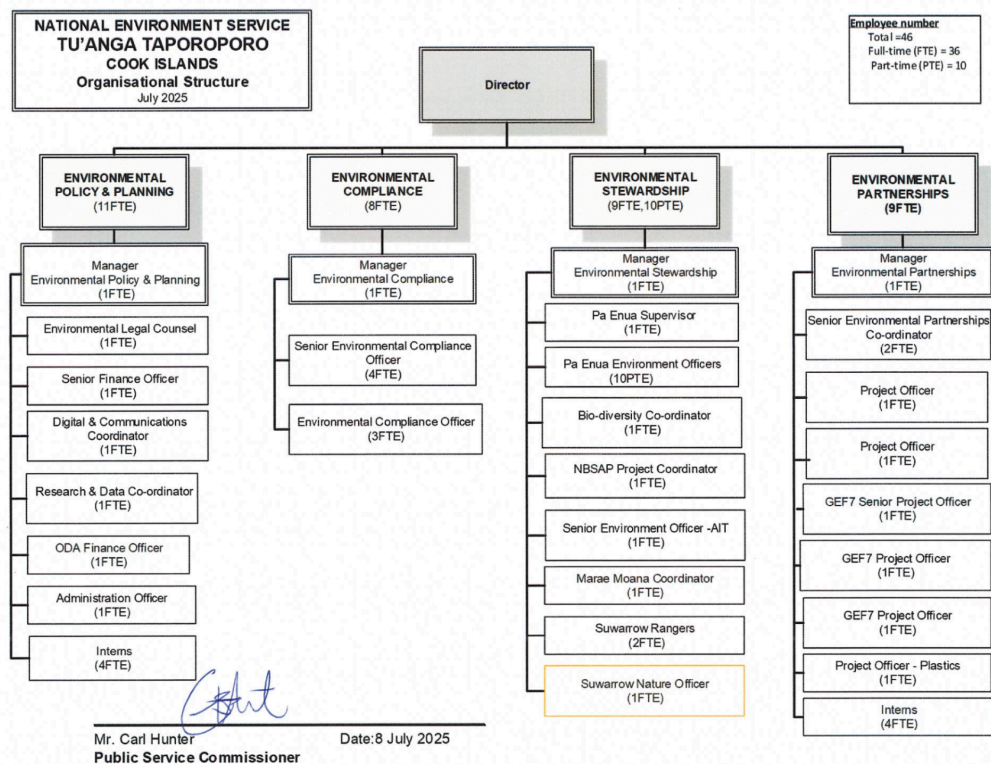
Job Title:	ODA Finance Officer
Division:	Kaveinga Akapapaanga – Environmental Policy and Planning
Responsible To:	Manager – Environmental Policy and Planning
Responsible For:	Nil
Job Purpose:	Effective and efficient delivery of financial information across NES's donor-funded / official development assistance (ODA) portfolio to support the successful operations and reporting obligations of the National Environment Service.
Job Classification: Jobwise Code: Job Band:	
Date updated:	July 2025

AGENCY VISION AND MISSION

Vision – To transform the Cook Islands into a regional leader in environmental sustainability.

Mission – The National Environment Service provides a powerful leadership role and is a fit-for-purpose organisation that enforces a coherent environmental movement in the Cook Islands

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA's)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)	Weighting
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KRA 1: Financial Management of NES ODA projects

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| <ul style="list-style-type: none"> • Ensure financial transactions are compliant with the Government Financial Policy and Procedure Manual, Procurement Policy 2024 and project donor partner policies • Ensure project budget preparation and reporting timeframes as set by project funding partners are adhered to • Process purchase orders for the purchase & sale of Goods and Services • Coordinates the compilation of all invoices received from all suppliers across relevant projects • Prepares payment documentation for authorization and payment • Ensures accurate codes and charges for disbursements and reporting • Assist NES divisions with project related logistics workshop/meeting financial requirements including daily subsistence allowances • Analyse routine operating practices and procedures to include record keeping, financial performance, workflow and cost reduction, equipment and supply utilization • Perform financial analysis on project expenditure to support reporting, monitoring & evaluation • Conduct cost/benefit analysis on significant planned expenditure to assist in decision making • Liaise with MFEM on set up of FMIS work orders for new projects | <ul style="list-style-type: none"> • Project plans/budgets are complete and accurate, meeting the objectives and formats of the project and its funding partners • Project plan/budget is submitted and reported within set timeframes • Financial transactions are compliant to the CIGFPP and other relevant policies • Payments for goods and services are processed in FMIS with supporting documents in a timely manner for authorization. • General ledgers and project expenditure reports are tracked and updated accurately and in a timely manner • Project financial records and supporting documentation are up to date • Financial information/analysis is shared with NES project staff for informed decision making. • FMIS work orders created for new projects |
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<p>KRA 2: Financial Reporting</p> <ul style="list-style-type: none"> • Supports development/updating of project budgets and work plans • Prepares budget requests • Prepares expenditure and financial progress reports (quarterly, annual, etc.) • Supports financial reporting to project steering committee meetings • Supports project related audit activities and enquiries from project partners on financial transactions or updates • Liaises with MFEM-DCD on project related financial updates and reporting • Consolidates the monthly payroll analyses and reimbursements to NES of project-funded staff 	<ul style="list-style-type: none"> • Project budgets & work plans are prepared/updated and submitted to funding partners by set dates • Budget requests are submitted to project funders • Financial reports are prepared and submitted to project partners by set dates • Project Steering Committees receive up to date financial information and advice • Requests for financial information are provided in an accurate and timely manner • Project funded personnel costs are consolidated, confirmed and reimbursed to NES in an accurate & timely manner 	
<p>KRA 3: General Administration</p> <ul style="list-style-type: none"> • Maintain inventory of project purchased equipment and register all assets purchased by NES project funds • Ensure all project related fixed assets are properly maintained and safeguarded • Carry out 6 monthly and annual stock take of project inventories and Fixed Asset registers • Complete transfer of assets as relevant at the closure of projects • Contract management of project funded consultancy payment milestones 	<ul style="list-style-type: none"> • Quarterly reconciliation of fixed asset register and inventories • Maintenance of fixed assets is actioned as required/requested • Where appropriate assets are physically safeguarded by being locked on site • FAR is updated and inventory stock take completed • Signed letters of asset transfers are completed at project closures as relevant 	

KRA 4: Financial Advice <ul style="list-style-type: none"> • Strategic financial planning and analysis of NES ODA projects • Risk assessment and mitigation measures applied or communicated • Stakeholder financial advisory support • Coordinate with project partners (UNEP, UNDP, SPREP, etc.) on financial status, updates, reporting, needs, etc. • Support NES project teams capacities and upskilling in financial matters as relevant or requested by NES management team 	<ul style="list-style-type: none"> • Provide quarterly financial reports across projects • Ensure that financial risks identified are mitigated within the agreed-upon timeframes • Participate in strategic decision-making processes, offering insights on financial considerations • Provide updates, training and knowledge sharing to project teams on financial related matters 	
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Work Complexity

Indicate most challenging problem solving duties typically undertaken (3-4 examples):	
1	Ensuring the accuracy and completeness of all financial recording, budget, analysis and reporting across multiple ODA projects
2	Providing prompt and reliable information to support the project teams and managers
3	Ensure regular financial reporting is completed for project partners

Authority

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (Explain the authority if any)

Financial	No
Staff	No
Contractual	No

Functional Relationships

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

Internal	Nature of Contact	External	Nature of Contact
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Director of National Environment Service	Medium Provide guidance and financial advice on status of NES ODA projects	MFEM-DCD	Routine Submission of reports and updates on project related incoming funds & expenditure reporting
Managers	Heavy Advising on progress of NES projects, providing input on reporting, requests, meetings, partner engagement, etc.	Government Ministries	Promoting Advice and information in project progress & reporting responsibilities
NES Staff	Medium Financial support to NES project teams and provide training, presentations and advice	Suppliers	Promoting Working with suppliers to assist in the procurement and payment of a wide range of goods and services.

Qualifications (or equivalent level of learning)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
Bachelor's Degree in Finance, Accounting or related field	Post Graduate Degree in Finance/Accounting or related field

Experience

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> 3-5 years' experience in finance, accounting or related field Sound knowledge of general finance procedures Excellent organisation skills 	<ul style="list-style-type: none"> More than 5 years' experience in a similar position Experience with CIG and donor-funded projects, partners & systems (e.g. FMIS, GEF, GCF, UN agencies, SPREP, etc.)

Key Skills /Attributes/Job Specific Competencies

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> - Advanced FMIS and Excel Skills - Excellent attention to detail and organisation skills
Advanced	<ul style="list-style-type: none"> - Knowledge and understanding of MFEM Act and other related financial policies - Ability to read policy/legislation and to apply practically - Discretion, tact and diplomacy in handling sensitive information - Excellent skills in communication, presentation, negotiation and conflict resolution - Able to work under pressure - Excellent analytical skills - Proficient use of Microsoft office programmes
Working	<ul style="list-style-type: none"> - Familiarity with CIG systems and processes (e.g. ICE/FACE forms, etc.) - Highly developed written and oral communication skills, preferably in both English and Cook Islands Maori - Able to think laterally and exercise sound judgement - Identifies opportunities for innovation and improvement - High level of accuracy, initiative, creativity and accountability
Awareness	<ul style="list-style-type: none"> - Knowledge and work experience in accounting and Government financial procedures and systems

Changes to Job description

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Director

Date

Employee

Date