FORM 5.5.05A

POSITION DESCRIPTION

IDENTIFICATION

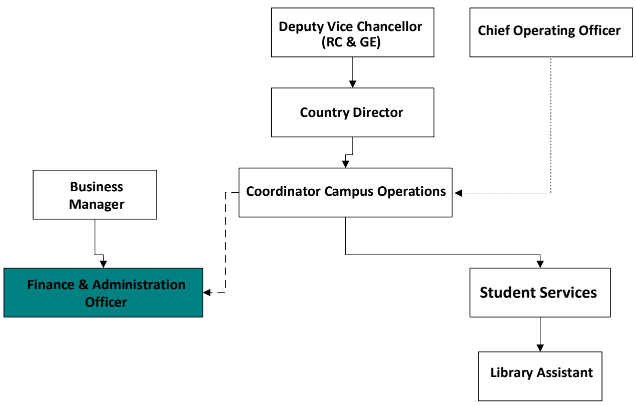
Position Title: Finance and Administration Officer
Position Number: CCC008
Section: Office of the DVC (RC&GE)
Department: Regional Campuses
Location: Cook Island Campus
Current Incumbent:
Date of substantive appointment:
Reports To: Business Manager (Finance Hub)
Supervised by: Coordinator Campus Operations
Category: Admin & Support
Grade: 6

ORGANISATIONAL CONTEXT

The University of the South Pacific (USP) is a premier regional institution uniquely governed by twelve member countries and dedicated to providing high-quality education and enhancing regionally relevant research opportunities to its diverse student body across the Pacific Islands. USP aims to empower individuals and communities through education, fostering sustainable development and regional cooperation. USP's leadership in the Pacific, through academic knowledge, policy advice, and resource-sharing, continues to play a key role in advancing the region as a whole.

The USP Cook Island Campus delivers the University's strategic objectives locally and supports Cook Islands, as a USP Member Country, in the social, economic and cultural development of its students and communities. The Finance and Administration Officer will carry out all financial and administrative services and ensure that these functions contribute to the overall operational efficiency of the Cook Island Campus.

STRUCTURE



PURPOSE

The Finance and Administration Officer is responsible for carrying out all the administration and financial functions to enable the Cook Island Campus to deliver its services and support to all students and staff.

FORM 5.5.05A

POSITION DESCRIPTION

NATURE AND SCOPE

Operating within a multi-campus framework, the Finance and Administration Officer works closely with the designated Business Manager, campus staff, and central Finance units to maintain accurate records, process transactions, and support financial reporting and administrative services. This includes managing procure-to-pay (P2P), accounts receivable (AR), accounts payable (AP), student financial support, cash handling, reconciliations, compliance reporting, ICT and general administrative support for the Campus. The Finance and Administration Officer plays a critical role in ensuring the financial integrity of the Cook Island Campus.

The incumbent will also provide administrative and logistical support to the Coordinator Campus Operations. This may include facilitating meetings and events, travel, community engagement and other activities organized for key stakeholders in Cook Islands.

S/he may be required to provide on-site support to the ITS team by ensuring all general ICT equipment are configured, operational and regularly maintained at the Campus.

The Finance and Administration Officer may need to act in the absence of the Business Manager and Coordinator Campus Operations, supervise staff and support strategic financial and administrative coordination. By administering day-to-day financial operations and supporting students and staff, the role contributes directly to the Campus's compliance, sustainability, and service excellence.

Key Responsibilities:

- Coordinate procurement and payments processes
- Provide student services including receipting, debt management, and student enquiries
- Responsible for cash management (including subventions and investments), handling petty cash, daily banking, bank reconciliations, managing bank relationships
- Coordinate payroll activities including timesheets and payroll payments including statutory compliance
- Assist with financial reports, expenditure management and support audit process and requirements.
- Manage the fixed assets register, attractive assets and inventory control
- Work with the Coordinator Campus Operations, liaise with external stakeholders, and support financial planning and operational activities.
- Deliver general administrative services, maintain records, provide basic ICT support & maintenance, and organize logistics for campus activities.
- Ensure compliance with USP policies and procedures across all financial and administrative areas.
- Contribute to continuous improvement initiatives and customer service excellence.

POSITION DIMENSIONS

Staff Responsible for:
Directly:
Indirectly:
Total Level of Costs:

FORM 5.5.05A

POSITION DESCRIPTION

Limits of Authority: Refer to Register of Delegations

Financial: Non-Financial:

Key Relationships /Internal and External Contacts:

External	**Purpose of Contact**
• Debtors • Creditors	• Follow up on outstanding debts • Ensure timely processing of payments
Internal	**Purpose of contact**
• Business Manager • Cook Island Campus Staff • Laucala Campus Payroll	• Provide financial reports and obtain necessary approvals • Submit monthly reports, share updates, and seek guidance • Offer operational support and oversight • Coordinate daily financial activities and provide advisory support • Address payroll queries and provide assistance

Formatted Table

Formatted: Font: (Default) Arial

KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Key Result Areas *Jobholder is responsible for*	**Performance Measures** *Jobholder is successful when*
Financial Operations and Compliance • Coordinate procurement, purchasing, and payment processes. • Assist in the preparation of the periodic financial reports, including cash flow, debtor status, and expenditure reports • Monitor expenditure against budget and provide financial analysis • Support audit processes by providing accurate financial information and documentation as required.	• 100% compliance with procurement and payment policies • 100% reports submitted by the 1st of each month • Expenditure monitored and variances reported monthly • Audit requirements met with no major findings
Payroll Administration • Coordinate payroll documentation and ensure timely submission for processing • Verify payroll data accuracy in line with approved records and statutory requirements • Liaise with payroll teams to resolve discrepancies and respond to staff payroll queries • Maintain payroll records and confidentiality	• 100% payroll documents submitted on time • Payroll discrepancies identified and resolved before payroll processing

Asset and Inventory Management • Ensure asset and inventory purchases comply with approved policies, thresholds, and delegation limits • Prepare and process purchase orders and verify that assets and inventory received align with orders and invoices • Maintain accurate records of fixed assets and inventory and ensure timely submission of documentation • Coordinate stock takes and inventory control activities • Maintain attractive assets listing	• 100% purchase orders processed before procurement • 100% asset documentation completed and submitted within 3 days • Protect and account for campus assets and inventory. • Stock takes completed according to schedule • 100% attractive items captured in the listing
Student Financial Services • Manage student receipting and fee collections. • Support debt management and follow-up of outstanding student accounts. • Respond to student financial enquiries in a timely and professional manner. • Maintain accurate student financial records. • Foster a positive customer service culture for students, staff, and stakeholders	• Debtor balances reduced in line with agreed campus targets100% follow-up on overdue accounts • Student enquiries responded to within 2 working days • Deliver efficient and customer-focused student financial support services
Compliance • Ensure compliance with USP financial policies, procedures, delegations and internal controls. • Ensure statutory and regulatory compliance in all financial transactions. • Monitor adherence to procurement, purchasing, and payment policies and procedures. • Support internal and external audits by facilitating compliance reviews and responding to audit findings and recommendations.	• 100% compliance with USP financial policies and procedures • 100% statutory and regulatory compliance • No material compliance breaches identified during audits
Treasury and Cash Management • Manage daily banking activities and cash handling processes. • Administer petty cash and subvention funds. • Perform timely bank reconciliations and resolve discrepancies. • Maintain effective relationships with banking institutions. • Support investment and cash flow management activities.	• Bank reconciliations completed by the 2nd working day of each month. • No unexplained cash variances. • Petty cash records maintained accurately • Safeguard campus financial resources through effective cash management

Formatted: Font: (Default) Arial

FORM 5.5.05A

POSITION DESCRIPTION

Administration and ICT Support • Provide general administrative and office support to ensure smooth campus operations • Deliver first-level basic ICT support & maintenance, including handling user queries, coordinating requests, and supporting system awareness • Assist in planning and operational activities. • Coordinate logistics for meetings, workshops, and events	• 100% timely response to ICT/admin requests • Positive feedback from staff on support services •

In addition to the above key result areas, the position holder will assist in any other Campus operational duties as and when required

TERMS & CONDITIONS

Salary: Grade 6 (NZD $38,540.78 – $42,662.85)
Length of Contract: 3 years renewable
Benefits: Any other benefits as per USP policies and ordinances

POSITION SPECIFICATION
Qualifications and Experience (or equivalent level of learning)

Essential	*Desirable*
• Applicants must have a degree in Commerce or relevant discipline; with 2 years' experience in a financial and/or administrative role OR • An equivalent combination of relevant experience and/or education/training.	• Accounting major • 1 year in similar role

Key Competencies

Essential	*Desirable*
• Demonstrated financial management skills, including reconciliations, reporting, and processing payments • Sound knowledge of procurement processes, policies, and expenditure controls • Experience in payroll administration and compliance with statutory and financial regulations • Proficiency in financial systems (e.g. MYOB, Banner) and budget monitoring processes • Understanding of internal controls, risk management, and audit requirements • Ability to supervise staff • Working knowledge of MS Office applications	• Experience in ICT Support • Experience in working in a medium to large organization

Formatted: Font: (Default) Arial, Not Bold

Formatted: Font: (Default) Arial

POSITION DESCRIPTION

THE UNIVERSITY OF THE SOUTH PACIFIC

Personal Qualities

The appointee should be a team player, change-oriented, has strong attention to detail, results focused, committed to the organization, and a person of integrity

APPROVAL

Supervisor Name:

Supervisor's Signature:	Date:
Staff Name:	Staff ID:
Staff Signature:	Date: