



Pacific
Community
Communauté
du Pacifique

- **Suva-based position (Fiji)**
- **Attractive expatriate package**
- **Join the principal development organisation in the region**

The Pacific Community (SPC) invites applications for the position of **Business Controller** within its Operations and Integration collective. This position will be located at its regional office in Suva, Fiji.

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Integration (O&I)** collective delivers essential enabling services that support the organisation's scientific and technical portfolio. Our key functions include corporate services, programme support, partnerships, resource mobilisation, and strategic engagement. These services are coordinated through our regional and satellite offices across the Pacific and Europe. Additionally, the O&I collective leads a dedicated workstream focused on organisational change and transformation to drive continuous improvement and adaptability.

The role – **Business Controller** will be to support the provision of excellent financial forecasting and analysis across the organisation. This includes developing user-centred systems and tools for forecasting and partnering with a variety of business units across the organisation to understand their work and provide reporting, analysis and support. This role will also ensure that cost recovery approaches are applied efficiently across the organisation.

The key responsibilities of the role include:

Budgeting, Forecasting, and Financial Planning

- Ensure the integrity, accuracy, and timeliness of SPC's budgeting and forecasting processes within assigned portfolios.
- Provide professional financial guidance and challenge during the preparation and review of annual budgets, forecasts, and financial plans.
- Lead the preparation and consolidation of O&I budgets in close collaboration with divisions.

Performance Reporting and Variance Analysis

- Produce accurate and timely monthly financial reports and updated forecasts for Budget Managers within O&I and assigned divisions.
- Conduct detailed variance analysis and trend analysis to explain financial performance.
- Develop, maintain, and refine relevant financial KPIs in collaboration with divisions.
- Provide analytical support to the FP&A Manager through ad hoc financial analysis and contribution to action plans.

Cost Recoveries

- Support the effective implementation and ongoing application of SPC's Full Cost Recovery (FCR) framework.
- Prepare, review, and maintain robust FCR documentation, including cost recovery calculations, assumptions, and commentaries, to support transparency, auditability, and informed decision-making.
- Monitor cost recovery performance across divisions and projects and identifying recovery gaps or risks.

Support to Other Areas

- Support the General Accounting team in month end processes, treasury management, year-end closure and audit and development of various financial reports and analyses.
- Support the Business Improvements & Internal Controls team in development and implementation of systems and processes. This is especially in the development of effective business intelligence solutions and training of finance teams in BI tools and improvement of internal controls.

Shared Services and Other Tasks

- Actively participate in shared service programs and activities. This includes finance pooling initiatives and deployments.
- Work collaboratively with divisional finance staff in all respects.
- Take a team-oriented approach by proactively assisting others in the central finance team.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Degree in accounting, finance or business administration, or equivalent body of knowledge and experience.

Technical expertise

- At least 5 years' experience and demonstrated competence in the same field.
- Experience in preparation of budgets of a medium to large organisation, financial reporting and monitoring of budgets, cashflows and treasury management.
- Strong analytical capability.
- Experience in use of accounting software and reporting tools.
- Sound collaboration and team working skills and client focused, with high level responsiveness.
- Advanced Excel skills.

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment.

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance.

Remuneration – The **Business Controller** is a band 9 position in SPC's 2026 salary scale, with a starting salary range of 2,399–2,998 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,412–9,265 (USD 3,214–4,018; EUR 2,900–3,625). Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax. An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for Staff in a position advertised internationally (EPAI) whose duty station is Suva – SPC provides a housing allowance of FJD 1,500–5,200 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a 10% contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

Application procedure

Closing Date: 22 March 2026 at 11:59pm (Fiji time)

Job Reference: TT000179

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not

make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening Questions (maximum of 2,000 characters per question):

1. Please describe your experience in developing and managing complex budgets. What were the main challenges you encountered, and how did you address them?
2. Describe a situation where you had to challenge or influence non-finance stakeholders using financial information. What approach did you take and what was the outcome?
3. Please describe your experience using financial systems and Business Intelligence tools (e.g. Power BI or equivalent) to analyse data and support decision-making.