



JOB DESCRIPTION

Position:	Solomon Islands Finance & Administration Officer
Division:	SEAP Regional Program
Reports to:	WCS Solomon Islands Finance Manager & Country Director
Location:	Honiara, Solomon Islands

The Solomon Islands Finance & Administration Officer will be responsible for all general office administration and will support the finance, grants management and accounting function and maintenance of local human resource systems for the Honiara team. The Finance & Administration Officer will work very closely with the Fiji-based Finance Manager and Finance Officer, the Munda-based Finance Officer, the Regional Business Manager for SEAP, and the Regional Controller who oversees the SEAP Regional Program.

Key Areas of Responsibility

Financial and Accounting

- Maintain complete and accurate records of the WCS Solomon Islands Honiara Program to support accounting and grants management. Provide appropriate supporting documentation attached to the payment vouchers.
- Work with the Finance Manager to prepare cash requests and assist with managing cash needs.
- Validate expenses incurred by project staff.
- Manage the local bank account, staff advances, and petty cash (which requires daily reconciliation).
- Ensure complete records are maintained, including vouchers, authorizations, and reconciliations, including both paper and electronic records. Ensure the proper chain of approvals has been followed and documented for payment vouchers and cash advances.
- Prepare monthly Journal Voucher entries and ensure they're charged to the correct grant codes and WBS elements with proper supporting documentation.
- Assist with ensuring compliance with WCS internal financial and administrative controls, policies and procedures.
- Maintaining an up-to-date understanding of donor compliance policies and requirements.
- Assist with capacity-building training for partner NGOs and CBOs, with the support of the Fiji-based Finance Manager and Regional Controller.
- Ensure that the highest standards of integrity are followed.

Administration

- Ensure Solomon Islands Honiara program uses the correct WCS templates for contracts, consulting agreements, etc, and that these undergo appropriate review by the Office of General Counsel and, where appropriate, local counsel.
- Assist WCS Solomon Islands Honiara staff to accurately complete their time effort forms and send them to the Finance Manager for verification.
- Maintain secure filing of all WCS Solomon Islands Honiara Program HR and finance records.
- Ensure all WCS Solomon Islands Honiara Program assets are recorded and maintained.

WCS Solomon Islands Operations

- Provide support for the implementation of all safety and risk management protocols and plans.
- Participate in the development of the WCS Solomon Islands Country Program strategy.
- Represent WCS Solomon Islands interests at national, provincial and local levels, including participation in meetings and workshops with local communities.
- Participate in regular WCS Solomon Islands staff meetings.
- Carry out any other duties or responsibilities assigned by WCS or its management to support the effective operation of the organization.

Position Requirements

- Bachelor's degree
- Minimum of 3 years' work experience (preference for international finance & administrative environment).
- Excellent MS Office skills (Word and Excel)
- Communicate effectively in English both orally and in writing.
- Ability to perform well independently and with teams.
- Ability to perform effectively under time pressure and to meet deadlines.
- Exhibit attention to detail and have the ability to understand and implement complex donor regulations.
- Strong interpersonal skills, an ability to work well with a wide variety of people in a team setting.
- Solid computer skills with respect to e-communication.
- Willingness and ability to travel to field sites.

The application deadline is August 14th, 2026. All applications and any queries should be sent directly to the Finance Manager at ikhana@wcs.org