MICRONESIA CONSERVATION TRUST

Terms of Reference

Finance & Operations Associate

JA#26-09

Position	**Finance & Operations Associate**
Organization	Micronesia Conservation Trust (MCT)
Reports to	Finance Manager
Location	MCT Headquarters, Kolonia, Pohnpei, Federated States of Micronesia
Employment type	Full-time, permanent
Probation period	Three (3) months
Start date	As soon as possible
Salary range	US$25,000 per year, negotiable depending upon qualifications and experience
Application deadline	Open until filled

ABOUT MICRONESIA CONSERVATION TRUST

Micronesia Conservation Trust (MCT) is a non-governmental, non-profit conservation finance institution serving the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, Guam, and the Commonwealth of the Northern Mariana Islands. MCT mobilizes and manages public and private capital for conservation, climate resilience, and sustainable development across the region. It holds accreditations with the Green Climate Fund (GCF), the Adaptation Fund (AF), and the Fund for Responding to Loss and Damage (FRLD), and manages an endowment and a growing portfolio of grants and blue finance instruments.

MCT is in the midst of an institutional transformation, repositioning itself as a dedicated regional financing institution under its 2027–2032 Strategic Action Plan (SAP). The Chief Finance Operations Officer (COO) is a central appointment in that transformation.

PURPOSE OF THE POSITION

The Finance & Operations Associate is a supporting position within MCT's Finance Department and works under the direct supervision of the Finance Manager.

The position is responsible for carrying out routine accounting, financial processing, and administrative tasks to support the day-to-day operations of the Finance Department. Key responsibilities include entering financial transactions into the accounting system,

assisting with bank and account reconciliations, maintaining accurate financial records, processing invoices and payment requests, assisting with payroll preparation, and preparing checks and other payment documentation.

The Associate is expected to ensure that assigned tasks are completed accurately and on time, in accordance with MCT's established financial policies, procedures, and internal controls. The position will also assist the Finance Manager with maintaining proper financial documentation, identifying and reporting discrepancies, and providing supporting information for financial reporting and audit requirements.

The Associate does not hold independent financial management or approval authority and is expected to refer matters requiring financial review, authorization, or decision-making to the Finance Manager or other designated authorized personnel.

KEY RESPONSIBILITIES

1. Routine Accounting and Financial Reconciliation

- Assist the Finance Manager with conducting regular bank reconciliations and other assigned account reconciliations.
- Review recorded transactions against bank statements and supporting documentation to identify discrepancies.
- Maintain accurate and up-to-date financial transaction logs and supporting schedules.
- Assist with reconciling accounts payable, accounts receivable, and grant-related expenditures.
- Identify and promptly report discrepancies, errors, or unusual transactions to the Finance Manager for review and guidance.
- Make corrections to accounting records only as instructed and authorized by the Finance Manager
- Provide supporting information and schedules required for financial reporting.

2. Financial Data Entry & Documentation

- Accurately enter routine financial transactions into MCT's accounting system (QuickBooks).
- Ensure transactions are recorded under the appropriate accounts and supported by relevant documentation.
- Maintain organized and up-to-date electronic and physical financial records.
- Receive, check, and organize invoices, receipts, payment requests, and other supporting financial documents for completeness.
- Maintain proper filing systems to ensure financial records are accessible for reporting, review, and audit purposes.

- Assist the Finance Manager with retrieving and organizing financial documentation for internal and external audits.
- Maintain confidentiality and exercise discretion when handling financial and organizational information.

3. Accounts Payable and Payment Processing

- Receive and process supplier invoices and payment requests for completeness and accuracy.
- Verify that invoices are accompanied by the necessary supporting documentation and approvals before processing.
- Prepare payment vouchers, checks, and other payment documentation for review and authorization by designated personnel.
- Assist with processing approved payments in accordance with MCT's financial procedures.
- Prepare and distribute checks once the required approvals and signatures have been obtained.
- Maintain accurate records of payments and outstanding invoices.
- Follow up with relevant staff regarding missing documentation and outstanding payment requests.
- Refer any unusual, incomplete, or questionable payment requests to the Finance Manager.

4. Payroll Support

- Assist the Finance Manager with routine payroll preparation and processing.
- Perform assigned payroll calculations and data entry using approved payroll information.
- Maintain accurate payroll records and supporting documentation.
- Assist with checking payroll information for completeness and accuracy before submission for review.
- Promptly report any payroll discrepancies or irregularities to the Finance Manager.
- Maintain strict confidentiality of employee payroll and compensation information.
- Ensure payroll documentation is properly filed and maintained.

5. General Finance and Administrative Support

- Provide general accounting and administrative support to the Finance Department.

- Assist with organizing financial records, payment documentation, and other departmental files.
- Support the Finance Manager in maintaining accurate and timely financial information.
- Assist with routine tracking of expenditures against approved budgets and grant allocations.
- Respond to routine finance-related inquiries and refer matters requiring further clarification or approval to the Finance Manager.
- Undertake other related accounting, finance, and administrative duties as assigned by the Finance Manager and/or Chief Finance & Operations Officer (CFOO).

QUALIFICATIONS AND EXPERIENCE

Required Qualifications and Experience

- Associate's degree in Accounting, Finance, Business Administration, or a related field.
- Basic accounting experience is required.
- Practical working knowledge of QuickBooks is required.
- Basic understanding of accounting principles, financial procedures, and recordkeeping.
- Experience in financial data entry, transaction processing, or general accounting functions is an advantage.

Skills and Competencies

- Good organizational skills and strong attention to detail.
- Ability to maintain accurate financial records and handle confidential financial information with discretion.
- Good computer skills, including proficiency in Microsoft Excel and other Microsoft Office applications.
- Ability to work independently, manage assigned tasks, and meet deadlines.
- Good communication and interpersonal skills.
- Willingness and ability to learn new processes, systems, and procedures.
- Ability to work collaboratively and contribute positively to a team environment.

Knowledge of at least one Micronesian language is an asset.

REPORTING AND ACCOUNTABILITY

- The Finance & Operations Associate reports directly to the Finance Manager and works under the Manager's day-to-day supervision and guidance.
- The Finance Manager is responsible for assigning work, reviewing the Associate's financial entries and reconciliations, providing technical guidance, and ensuring that assigned tasks are completed in accordance with MCT's financial policies and procedures.
- The Associate is responsible for the accurate and timely completion of assigned duties and must refer matters involving financial decisions, exceptions to established procedures, payment authorization, or other matters beyond their delegated responsibilities to the Finance Manager.

TERMS AND CONDITIONS

- **Employment:** Full-time, permanent appointment based at MCT Headquarters in Kolonia, Pohnpei.
- **Reporting:** The position reports directly to the Finance Manager.
- **Probation**: Three (3) months, subject to a satisfactory performance review.
- **Start Date:** As soon as possible.
- **Compensation**: Annual salary of US$25,000, negotiable depending on qualifications and experience.

HOW TO APPLY

Interested applicants should submit their applications by email to: **Melanie Lawrence Aiseam, Chief Financial & Operations Officer**, at maiseam@ourmicronesia.org

Applications must include:

- A cover letter describing your interest in the position and how your experience meets the requirements.
- A current curriculum vitae (CV).
- Names and contact details of three (3) professional references.

Please use the subject line **"Application – Finance and Operation Associate"**. Applications will be reviewed on a rolling basis, and the position will remain open until filled. Only shortlisted candidates will be contacted.

MCT is an equal opportunity employer. Qualified candidates from across Micronesia and the Pacific are strongly encouraged to apply.