TERMS OF REFERENCE

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Finance Support Enabler

Position Title:	Finance Support Enabler
Reports Primarily:	Finance Enabler
Key Working Relationship	Strategic Finance and Operations Enabler (SFOE)
PFF Level:	Level 1, Foundational
Employment Type:	Full-time and remote based in the Pacific.
Diversity & Representation:	PFF is committed to building a team that reflects the breadth and diversity of the Pacific region. We recognise that diverse perspectives, cultures, languages, identities, lived experiences and geographic representation strengthen our ability to support feminist movements across the Pacific. As a Pacific regional organisation, we actively seek to broaden representation across the Pacific and encourage applications from qualified candidates living in Pacific Island countries and communities that are currently less represented within our team. Recruitment, selection and appointment decisions will be based on the skills, experience and capabilities required for the role, alongside PFF's commitment to diversity, equity and regional representation.
Compensation and benefits:	• Starting salary USD 26,500 to USD 30,000 with superannuation contribution and health insurance coverage. • Leave entitlements: annual leave of 20 days, sick 10 days, compassionate leave of 2 days, and bereavement leave of 3 days, parental and maternity leave, domestic violence leave, and office rest. PFF Wellbeing Practice includes office closure for two weeks in a calendar period at the discretion of the Co Leads. The office closure is done in the spirit of practicing collective well-being and self-care. This is not counted as annual leave. • Communication, equipment, and office set up allowance

About the Pacific Feminist Fund (PFF)

The Pacific Feminist Fund - proudly Pacific, feminist and independent - is led by feminists in the region. Our purpose is to secure funding and support the work of Pacific feminist movements and groups. We do this through:

- Grantmaking and accompaniment to support and amplify the work of Pacific women, girls and people of gender non-conforming Pacific identities in all their diversity.
- Cultivating Pacific feminist practices to nourish Pacific ways of being, knowing and doing; and
- Influencing and disrupting the funding ecosystem in the Pacific to increase the flow of flexible resources to women's groups and feminist movements in the region.

The person who holds this role will be aligned with PFF's values: "We are of, by, and for the Pacific feminist movement. We relate to each other with trust, kindness and integrity. With them we courageously disrupt power, we learn together, and are accountable to each other."

Purpose of the Role

This role provides the day-to-day finance and operational support that underpins PFF's work. The Finance Support Enabler is responsible for processing financial transactions, maintaining financial records, administering contracts and supporting payroll and financial compliance activities. The role works under the direction of the Finance Enabler and in collaboration with the Strategic Finance and Operations Enabler (SFOE) to support effective financial management, accountability and organisational operations.

Key Responsibilities

Financial Processing

- Process accounts payable and accounts receivable transactions.
- Process expense claims and accountable advances.

- Maintain accurate financial records within Xero and associated financial systems.
- Prepare bank reconciliations for review by the Finance Enabler.
- Prepare payroll documentation and supporting information.
- Support payroll processing and statutory submissions.
- Administer contractor and supplier payments.
- Maintain supporting financial documentation and records.
- Escalate discrepancies, anomalies and financial compliance concerns to the Finance Enabler.

Contract Administration and Records Management

- Prepare employment, consultant and contractor agreements using approved organisational templates.
- Maintain the organisational contract register.
- Track contract commencement dates, expiry dates and key milestones.
- Monitor contract deliverables and utilisation requirements.
- Maintain contractor and supplier records.
- Maintain electronic and physical contract files in accordance with organisational requirements.
- Support contract reporting requirements.
- Escalate contract compliance concerns to the Finance Enabler.

Financial Records and Administration

- Track invoices, financial documentation and supporting records.
- Maintain organised and auditable financial filing systems.
- Assist with audit preparation and supporting documentation.
- Support the accuracy, completeness and integrity of organisational financial records.
- Support document retention and records management requirements.

Organisational Responsibilities

- Participate in policy formulation and implementation, team reflections, strategic and work planning, governance support, and event planning as required of all team members in each year.

Expected Deliverables

- Financial transactions are processed accurately and within required timeframes.
- Accounts payable and accounts receivable records are maintained accurately and up to date.
- Payroll documentation and supporting records are prepared accurately and on schedule.
- Contract registers, contractor records and supplier records are maintained and current.
- Bank reconciliations are prepared accurately and submitted for review within agreed timeframes.
- Financial records and supporting documentation meet audit and organisational requirements.
- Financial data is maintained with a high degree of accuracy, completeness and confidentiality.
- Financial risks, discrepancies and compliance concerns are escalated promptly to the Finance Enabler.
- Organisational financial records support accurate reporting and decision-making.

Qualifications and Experience

Essential

- At least 3 years' experience in transactional finance, accounts payable, bookkeeping, or financial administration, preferably in the Pacific.
- A qualification in accounting, bookkeeping, finance, or a related field.
- Current residence in a Pacific Island country and ability to work remotely across Pacific time zones.
- Strong digital literacy, including proficiency in Microsoft 365 applications, cloud-based collaboration tools, and financial systems.
- Excellent communication, prioritisation, and organisational skills.
- Ability to understand, interpret, and communicate complex information accurately.

- Excellent attention to detail and ability to manage confidential information with discretion.
- Strong analytical, problem-solving, and written communication skills.
- Ability to work effectively in a multi-disciplinary, cross-cultural, collaborative, and virtual environment while also working independently, managing competing priorities, and meeting deadlines.
- Commitment to PFF's values and ways of working.

Desirable

- Experience working in a not-for-profit, philanthropic, donor-funded, or social impact environment.
- Demonstrated experience living, working, or partnering with communities in one or more Pacific Island countries, with a strong understanding of local contexts and realities.
- Understanding of feminist values, social justice, and equality issues in the Pacific.
- Experience using accounting systems such as Xero and supporting payroll processes.
- Ability to build positive working relationships with colleagues, contractors, consultants, and service providers.
- Flexible and willing to learn new software tools and systems as required.

Key Relationships

Supervision and Support

The Finance Support Enabler receives day-to-day supervision, work allocation, quality assurance and coaching from the Finance Enabler. This role contributes to the delivery of accurate financial records, transaction processing and contract administration across the organisation.

Internal:

The role interacts with the following:

- Finance Enabler
- Strategic Finance and Operations Enabler
- Admin Enabler
- Grants Enablers
- Co-Leads (as required)

External:

- Service providers and consultants

How to Apply

1. Submit your 2-page cover letter which states clearly how you match the Essential and Desirable Criteria; indicate your current country of residence and any Pacific countries in which you have significant lived, professional, or community experience
2. Attach a resume which includes all professional experience and provide the names and contact information for 2 referees: a past or current supervisor and a colleague in partnering organisation

Due Date: 5.00pm UTC +12, on Friday 6 November 2026

Email your application to applications@pacfemfund.org