

TERMS OF REFERENCE

HOUSING FUND ADMINISTRATOR

The Pacific Islands Forum Fisheries Agency (FFA) is a non-profit inter-government agency with its headquarters based in Honiara, Solomon Islands. The Agency operates a Housing Fund which manages more than thirty staff houses situated at various locations in Honiara. These houses are either owned by the FFA or rented from private individuals.

The Housing Fund Administrator (HFA) will report to the Property Manager. Specifically, the HFA will:

- Be responsible for preparing and administering all FFA staff house lease agreements.
- Arrange payments of monthly house rentals to landlords and ensure all payments are up-to-date every month.
- Liaise with landlords regarding repairs and maintenance on the houses and to ensure that appropriate costs are deducted from rental payments.
- Ensure appropriate taxes are deducted from rentals and paid to the Inland Revenue.
- Arrange collection of house rentals from staff through salary deductions.
- Calculate staff house administration fees and arrange payments into the Housing Fund.
- Arrange rental charged to appropriate FFA funding cost centres for each staff house.
- Assist new staff tenants in setting up accounts for power supply, water supply and telephone.
- Maintain a list of inventory for each staff house and have it updated regularly.
- Arrange payments of yearly land rates and relevant insurance premiums for staff houses.
- Reconcile Housing Fund ledger accounts regularly.
- Prepare Housing Fund Income and Expenditure reports.
- Assist in preparing Housing Fund budgets.
- Administer Conference Center hiring fees and inventory
- Maintain and update the Agency's Asset Register
- Carry out any other duties as directed by the Property Manager.

Essential Requirements:

- At least 2 years relevant fund administration skills and experience.
- Knowledge and experience in accounting.
- Knowledge about contracts/agreements.
- Basic property maintenance knowledge
- Very good English oral and written communication skills.
- Very good interpersonal skills.
- Computer expertise and working knowledge of MS Office applications specifically Excel and Word
- Able to work outside normal office hours.

Desirable Requirements (these are preferable but not compulsory):

- Tertiary qualification in Business Administration, Finance or similar.
- Prior experience with house lease agreements.
- Prior experience with any form of contracts/agreements.
- Prior experience in similar duties and responsibilities.
- Having a driving licence would be an advantage.