

Job Opportunity: Accounts Officer, CDERA Coordinating Unit

Competition Reference Number	CDERA-CU/CDM-HIP/02
Deadline Date for Application	April 30 th , 2009
Salary Grade	S1
Duration	Minimum of three (3) years
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Response Agency

Open To:

Open to all employees of CDERA Coordinating Unit and to the general public. Preference will be given to citizens and permanent residents of CARICOM countries.

Salary and Benefits:

CDERA offers an attractive benefits package. The salary will be based on the individual's qualifications and experience. The salary range for this position is S1 in the CDERA scalar salary schedule.

Merit Criteria:

Qualifications and Experience

- Bachelors Degree in Accounting and/or completion of advanced level training in accounts to Level 3 of CGA, ACCA or equivalent
- Three (3) years experience in project administration and/or accounting
- Demonstrated use of QuickBooks software or similar accounting software
- At least one (1) year experience in accounting for not-for profit institution would be an asset

Knowledge and Skills

- Ability to efficiently utilize accounting, word processing, database management, spreadsheet software programmes
- Ability to prepare and interpret basic financial documentation and reports
- Report writing, Data Acquisition and Analysis skills
- Ability to communicate and relate effectively with persons at all levels
- Ability to assist in developing financial plans and manage resources would be an asset

Language Requirements:

- Proficient in the use of English.
- Proficiency in Spanish and French would be an asset.

Information Notes:

1. Candidates must clearly demonstrate in writing that they meet the above criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, two (2) testimonials and copies of certificates via email to cdera@caribsurf.com or fax number 246-425-8854. Quote selection process number is: CDERA-CU/CDM-HIP/02.
3. Acknowledgement of receipt of applications will not be sent. We would like to thank all candidates who apply as only those selected for an interview will be contacted.

JOB DESCRIPTION – ACCOUNTS OFFICER

1.0 FUNCTIONAL RELATIONSHIPS

- 1.1 Reports to the Finance Manager
- 1.2 Collaborates closely with the Programme Coordinator, Accounts and Project Staff.

2.0 SUMMARY

Under limited supervision, the incumbent is responsible for all financial aspects of the CIDA/DFID Project to ensure that expenditure is in keeping with established guidelines and budgets.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Accounts Officer:

- 3.1 Manages the financial elements of the Programme including the facilitation of project disbursements and maintaining computerized financial records
- 3.2 Reviews, analyses and verifies budgets ensuring balances of revenues, expenses and transfers and prepares integrated budget for submission as required
- 3.3 Develops cash flow forecasts and other management reports on a monthly, quarterly and annual basis for internal and external purposes
- 3.4 Develops and monitors monthly, quarterly and annual budgets, and review Programme expenditures to ensure compliance with donor regulations and other terms and conditions of grant agreements
- 3.5 Works with the Programme Coordinator and other staff to manage the fiscal aspects of the Programme.
- 3.6 Coordinates and leads data inputs for Programme transactions
- 3.7 Facilitates the reimbursement of expenses incurred by the Programme
- 3.8 Reconciles all Programme funds and accounts in collaboration with the CDERA Finance Unit
- 3.9 Maintains an up-to-date record of all funds received for the Programme
- 3.10 Liaises with auditors and other Agency personnel and answers queries on financial matters
- 3.11 Conducts quarterly audits of the Programme finances
- 3.12 Prepares quarterly reports of the Programme finances for consideration by the Finance Manager
- 3.13 Undertakes quarterly review of the Programme account
- 3.14 Consults with Senior Project Officers on Programme implementation schedules
- 3.15 Convenes Monthly Meetings with the Programme team to review commitments and liabilities and other programme financing needs and ensures that the Report of these are shared with the appropriate staff members
- 3.16 Ensures that the financial documents pertaining to the assigned Programme are properly maintained in accordance with established procedures
- 3.17 Collaborates with and coordinates all components of the programme to ensure consistent reporting and adherence to local financial regulations and CDERA, DFID and CIDA fiscal policies and procedures
- 3.18 Participates in the Agency's Finance review initiatives as required

- 3.19 Follows up with Programme personnel to ensure that deadlines relating to the contracts are being adhered to
- 3.20 Prepares monthly reports for all projects for presentation to the Coordinator, Finance Manager and Programme Coordinator
- 3.21 Works with the CDERA Finance Unit to ensure full integration of programme accounts into the Agency's overall accounting records
- 3.22 Performs such other task and duties as may be assigned from time to time

4.0 OUTPUTS

- 4.1 Monthly, Quarterly and Annual Reports on Programme Finances
- 4.2 Quarterly Internal Audits of Programme Finances
- 4.3 Financial inputs for the Programme and other related Reports

5.0 CONDITIONS

- 5.1 General administrative office accommodation provided
- 5.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 5.3 Position may require periods of travel to CDERA member states as well as other destinations
- 5.4 Subject to general service conditions applicable to established staff members of the Agency
- 5.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

6.0 EVALUATION CRITERIA

The Performance Criteria established in the Performance Agreement, which will include:

- 6.1 Demonstrated financial and accounting skills
- 6.2 Technical accuracy of financial documentation and reports
- 6.3 Timely completion of assignments and reports, and the ability to meet deadlines as detailed in Section 3.0