

POSITION DESCRIPTION

FINANCIAL ASSISTANT II

REPORTING TO: SENIOR ADVISOR-OPERATIONS

LOCATION: HEAD OFFICE, BARBADOS

The Financial Assistant will provide support for a range of accounting and administrative functions in the department. The Assistant will support the Advisor/s and Officer/s in the actions relating to the finance and accounting functions for the various projects and overall work being implemented by the Agency.

KEY RESPONSIBILITIES

Accounting:

- Assist with reconciliation of staff travel;
- Assist with the receipt process;
- Assist with the petty cash process;
- Assist in maintaining Accounts receivables;
- Assist with the preparation of bank reconciliation of relevant bank accounts;
- Assist with the preparation of statutory payments;

Other:

- Assist in accounting matters for the Agency;
- Assist with maintenance of filing system and financial records;
- Undertake administrative duties in the department as required;
- Assist with inputting information in the computerized accounting system;
- Assist with the preparation of the audit process and other assessments;

Any other duties as required by the Agency, including project related activities.

CORE COMPETENCIES: Knowledge

- *Financial/Accounting*: High knowledge and practice of basic accounting and finance principals, procedures and systems for Business operations.
- *Administrative*: Knowledge of administrative procedures and systems such as word processing, managing files and records and transcription, designing forms, and other office procedures and

terminology.

- *Customer and Personal Service*: Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

CORE COMPETENCIES: Skills

- Excellent administrative and numeric skills;
- Excellent oral and written communication skills;
- Excellent organizational and planning skills;
- Good team working skills;
- Strong information gathering and monitoring skills;
- Good problem analysis and problem solving skills.

CORE COMPETENCIES: Abilities

- Good judgment and decision-making ability;
- Ability to multi-task and meet several deadlines;
- Ability to work under pressure with competing demands;
- Utilises initiative and is adaptable;
- Demonstrates confidentiality and discretion with sensitive information;
- Pays attention to detail and accuracy;
- Fluent in English. Ability to communicate in French, Spanish or Dutch is desirable;
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint;
- Efficiency in the use of an integrated accounting system. Efficiency in the use of ACCPAC is desirable.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- A minimum of Bachelor's Degree in Business or Accounting.
- Minimum of two (2) years' experience in a Finance, Accounting or similar field.
- Experience in donor agencies' procedures is highly desirable (e.g EDF, IDB).
- CARIFORUM national.

TRAVEL DEMANDS

- Travel is not anticipated.