

POSITION DESCRIPTION

ADVISOR – ACCESS TO FINANCE

REPORTING TO: MANAGER, COMPETITIVENESS & EXPORT PROMOTION

LOCATION: BARBADOS

SUMMARY OF RESPONSIBILITIES

Reporting to the Manager, Competitiveness & Export Promotion, the **Advisor – Access to Finance (A2F)** will work closely with the Manager to purposefully engage regional private sector companies to increase their export sales through the facilitation of processes to enhance the development of innovative services and technological solutions. He/she will also have responsibility for conducting research and providing analysis, to ensure that relevant private sector companies understand and can take advantage of niche market access opportunities and engage in best practice. This position will work very closely with the **Direct Assistance Grant Scheme (DAGS)**, as well as other A2F platforms, such as the **Regional Angel Investor Network (RAIN)**, to enhance the firms' financing capacity to develop new products and establish themselves in regional and international markets.

KEY RESPONSIBILITIES

Lend support to the Manager in the following critical areas:

- Identify and engage the private sector to better understand and support its' financing and other needs
- Understand the region's trade agreements to ensure that CARIFORUM exporters can benefit from the provisions to increase export earnings
- Help to promote and support the back-office maintenance of the DAGS for the purposes of increasing firms' export competitiveness and innovation leading to export growth
- Support the Agency's various capacity building programs aimed at business support organisations and firms, including but not limited to DAGS and RAIN
- Facilitate funding to be made available to private sector enterprises for activities leading to the development of innovative, market-ready products and services, including support for technology transfer activities
- Support capacity building of enablers (incubators, business development centres, etc) targeting entrepreneurs

- Target SMEs in different phases of their lifecycle to support investments in technological development, innovation and eco-innovation, technology transfer and the cross-border expansion of business activities
- Assist with the implementation and promotion of the EU funded Direct Assistance Grant Scheme and other A2F programs
- Provide support and disseminate information on all A2F programs; such as requirements, funds available and application procedure
- Work directly with selected business support organisations to facilitate the execution of the DAGS and the various other A2F activities/interventions
- Update and assist with the development of the electronic tracking systems for management of the Scheme
- Facilitate the maintenance of a proper record keeping system
- Provide support to the Direct Assistance Grant Scheme (DAGS) Evaluation Grants Committee and as well as the RAIN steering committee
- Prepare and despatch correspondence to other agencies, including business support organisations
- Prepare monthly, quarterly and annual reports and departmental papers as required
- Assist in preparation for trade missions and promotional events including activities not limited to registrations, preparation of materials, manuals and database management
- Coordinate and perform a range of staff and/or operational support activities for the Agency; liaise with other departments and operating units in the resolution of day-to-day administrative and operational problems.

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

CORE COMPETENCIES: Knowledge

- Sound knowledge of CARIFORUM countries and their export development policies and programs
- Sound knowledge of private sector developmental constraints in the Region
- Knowledge of the various trading agreements and the EPA as it relates to export development opportunities and challenges
- Knowledge of the economic and social development issues in the Caribbean region
- A sound understanding of CSME and other relevant trading blocs
- Knowledge of various donor agencies that offer funding opportunities
- Knowledge and practice of international/local protocols and business etiquette for governments, business and social interactions, meetings or events
- Customer Services: Knowledge of principles and processes for providing customer services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.

CORE COMPETENCIES: Skills

- Excellent project management skills
- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Good team work and leadership skills
- Strong research and monitoring skills
- Excellent analytical skills and ability to communicate findings clearly in writing
- Problem solving skills with solution and proactive orientation.
- Excellent report writing and presentation skills
- Good negotiation and mediation skills

CORE COMPETENCIES: Abilities

- Ability to multi-task, prioritize, and manage time effectively to meet several deadlines
- Ability to work under pressure with competing demands
- Good judgment and decision-making ability
- Utilises initiative and is adaptable
- Demonstrates confidentiality and discretion with sensitive information
- Pays attention to detail and accuracy
- Ability to work effectively in a multi-cultural, diverse, dynamic environment.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- A Post-Graduate Degree in Management, International Business, Finance, Business Administration or a related field
- Proven experience functioning at the regional or international level
- Experience in grant schemes would be a distinct advantage
- Knowledge of and experience with private equity funding, especially Angel Investing, would be a distinct advantage
- Experience in developing strategic plans for a company/companies involved in exporting
- Knowledge of the various relevant regional trade agreements
- Experience working with trade promotion organizations would be an asset
- Experience in early-stage and SME financing
- Fluent in English. Ability to communicate in French and/or Spanish would be an asset
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Projects and Microsoft PowerPoint
- CARIFORUM national.

TRAVEL DEMANDS

- Some travel will be required to undertake the duties of the post effectively.