

POSITION DESCRIPTION

ADVISOR - OPERATIONS

11th EDF Haiti-Dominican Republic Bi National Cooperation Programme- Trade and Private Sector Component

REPORTING TO: Senior Advisor-Operations of the Agency (DR)

SUMMARY OF RESPONSIBILITIES

The Advisor-Operations is responsible for maintaining the accounting systems and financial records for the 11th EDF Haiti-Dominican Republic Bi National Programme with specific reference to the Programme Office in Haiti. This position is also responsible for the expenditure and control of all the Programme Office's financial assets and will assist the Senior Advisor – Operations of the Agency with the overall Management of the Programme's finance and accounting functions.

KEY RESPONSIBILITIES

- Maintain effective systems of financial management for the Bi National Programme resources managed by the Programme's Office and Accounting regulations in that Office, including:
 - Maintenance of sub-ledgers
 - Treasury management
 - Management of monthly and annual expenses
- Ensure that expenditure is in accordance with the Agency's requirements and procedures;
- Disseminate information to stakeholders and reports on activities within the specified time periods in keeping with the Agency's procedures and guidelines;
- Assist with submission of documents to the Delegation of the European Union;
- Define personal performance objectives and adhere to the Performance Management guidelines;
- Advise the Programme team on the budget planning process, both in the overall development of the Project and in the implementation of work programmes.
- In conjunction with the Finance Officer, assist in the implementation and monitoring of all Agency's financial and operations procedures in the framework of the Programme implementation.
- Assist with the preparation of the support documentation for the request of funds to the European Union Delegation, corresponding to the Programme.
- Assist with the preparation of progress Technical and financial reports for the Board of Directors, European Union Delegation in Haiti and DR, The Steering Committee of the Programme and CARICOM/CARIFORUM.
- Process of payments and remittances to beneficiaries, suppliers/contractors;

- Ensure expenditures are posted to the correct accounts and properly authorised;
- Maintain financial records and files;
- Maintain, monitor and control of the fixed assets of the Programme;
- Effective management of accounts receivables and accounts payables
- Process travel allowances and reconciliations;
- Manage the petty cash transactions and reconciliations and maintain the petty cash float;
- Ensure the maintenance of the equipment in the Programme's Office premises;
- Manage the utility bills corresponding to the Programme's Office;
- Prepare reconciliation of Accounts Payable & Accounts Receivable subledgers;
- Prepare monthly reconciliation of relevant bank accounts;
- Assist Senior Advisor-Operations with preparation for the audit process inclusive of preparation of accounting schedules and responding to audit queries;

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

CORE COMPETENCIES: Knowledge

- *Financial/Accounting*: Sound Knowledge and practice of Accounting and Finance principals, procedures and systems for Business operations.
- *Administrative*: Knowledge of administrative procedures and systems such as word processing, managing files, and other office procedures and terminology.
- *Language*: Knowledge of the structure and content of the French and English languages (Spanish is a plus) including the meaning and spelling of words, rules of composition, and grammar.
- *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
- Deadline-driven given difficult conditions;
- 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;
- Demonstrates confidentiality and discretion with sensitive information;
- Pays attention to details and accuracy;
- Ability to be adaptable to work in a multi-cultural environment;
- Fluent in French and English. Working knowledge and Ability to communicate in Spanish is a plus;
- Superior 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 a Bachelor's degree in Business or Accounting and working towards a professional accounting designation or similar;
- At least five (5) years' experience in Finance, Accounting or similar field. Experience working in an advisor or high-level accounting role in a large project environment is desirable.
- Experience in EDF or other donor agencies' procedures (e.g, IDB, UN) is highly desirable.
- CARIFORUM National
- Knowledge of and conversational French and English. Knowledge of and conversational Spanish are an asset.

TRAVEL DEMANDS

- As required.