

POSITION DESCRIPTION

ADMINISTRATIVE AND FINANCIAL ASSISTANT

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

REPORTING TO: Advisor -Operations (HT)

LOCATION: Programme Office, Port-au-Prince, Haiti

SUMMARY OF RESPONSIBILITIES

The Administrative and Financial Assistant will assist in providing a range of accounting and administrative functions. This requires assistance in Project functions and activities, providing administrative support and a comprehensive understanding of accounting practices and generally accepted accounting principles. She/he will assist the Advisor - Operations with the management of the finance and accounting functions and the Technical Team with the administrative task for the activities developed in the Programme's Office in Haiti.

KEY RESPONSIBILITIES

- Assist with processing the transactions in the accounting system;
- Ensure expenditures are posted to proper accounts and properly authorized;
- Assist in the Maintaining of financial records and files;
- Assist in the reconciliation of interoffice accounts;
- Assist in the Management of the petty cash transactions and reconciliations;
- Assist in the process of payments to service providers and beneficiaries in accordance with the requisite procedures;
- Assist with the maintenance of the equipment and the fixed assets register;
- Assist with the preparation of monthly reconciliation of relevant bank accounts;
- Assist in the Management of the utility bills;
- Provide administrative and operational support to the technical team in Haiti, as required, including but not limited to:
 - Assist with the procurement process of services and goods, especially with the request of quotations;
 - Assist in preparation for trade missions and promotional events including activities not limited to registrations, preparation of materials, manuals and database management;
 - Facilitate travel arrangements for the team of the project, speakers and guests selected;
 - Assist in meetings, as required, especially taking minute;

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

CORE COMPETENCIES: Knowledge

- *Financial/Accounting*: 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.
- *Language*: Knowledge of the structure and content of the French and Spanish languages (English 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 Spanish. Working knowledge and Ability to communicate in English is a plus;
- 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; ACCPAC is desirable.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- Bachelor's Degree in Business, Accounting, Management or some related area. Working towards a professional accounting or management support designation or similar is desirable;
- Two (2) years or more of work experience in Finance, Accounting field or management support and implementation project. Experience within the framework of development projects in desirable;
- Experience in donor agencies' procedures is highly desirable (e.g EDF, IDB).
- CARIFORUM national.
- Knowledge of and conversational French and Spanish. Knowledge of and conversational English are an asset.

TRAVEL DEMANDS

- As required.

APPLICATIONS

Interested applicants must send their Cv's accompanied by a motivation letter by e-mail to HaitiEmployment@carib-export.com by March 8th 2019, the latest.