

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** 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. This position will coordinate the Direct Assistance Grant Scheme (DAGS), as well as other Access to Finance platforms, such as the Caribbean Business Angel Network (CBAN), to enhance the firms' financing capacity to develop new products and establish themselves in regional and international markets.

KEY RESPONSIBILITIES

- Coordinates and promotes, in conjunction with the Manager, the Direct Assistance Grant Scheme;
- Engages the regional private sector to better understand and support its financing needs;
- Conducts research and analysis to ensure that relevant private sector companies understand, and can take advantage of niche market access opportunities and engage in best practice;
- Advises the regional private sector on relevant trade agreements to ensure that CARIFORUM exporters are made aware of opportunities that exist;
- Assists with the promotion of the Agency's various capacity building programs specific to the Access to Finance platform;
- Advises on the development of alternate financing tools for regional SME's;
- Provides support in capacity building of enablers (Incubators, business development centres, etc) targeting entrepreneurs;
- Advises SMEs in different phases of their lifecycles on various financial solutions that can aid in technological development and technology transfers;
- Coordinates the Access to Finance programs including their electronic tracking systems;

- Coordinates and provides support to the DAGS and Access to Finance programs through oversight of the application, processing and evaluation processes;
- Works directly with selected BSOs to facilitate the execution of the DAGS and Access to Finance activities/interventions.
- Coordinates and provides support to the DAGS Evaluation Grants Committee as well as to the CBAN Steering Committee;
- Coordinates the preparation of monthly, quarterly and annual reports and departmental papers as required;
- Provides advisory services to SMEs as it relates to Access to Finance solutions;

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 relevant trade agreements and the Economic Partnership Agreement (EPA) as they relate to export development opportunities and challenges;
- Knowledge of the economic and social development issues in the Caribbean region;
- A sound understanding of the CARICOM Single Market and Economy (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;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluations 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;
- Good problem-solving skills with a 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 Bachelor's Degree in Management, International Business, Finance, Business Administration or a related field;
- At least five years proven experience functioning at the regional or international level in any of the above fields;
- Experience in grant schemes would be a distinct advantage;
- Knowledge of and experience in private equity funding, especially Angel Investing, would be a distinct advantage;
- Experience in developing strategic plans for 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;
- CARIFORUM national;
- Fluent in English. Ability to communicate in French/or Spanish would be an asset;
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Projects and Microsoft PowerPoint.

TRAVEL DEMANDS

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