

POSITION DESCRIPTION

SHORT TERM - FINANCE ASSISTANT

REPORTING TO: MANAGER – OPERATIONS

LOCATION: HEAD OFFICE, BARBADOS

SUMMARY OF RESPONSIBILITIES

The Short Term - Finance Assistant will support the Finance team with particular focus on grant disbursements. Reporting to the Manager – Operations, the Short-Term Finance Assistant will contribute significantly to the accountability and transparency of Caribbean Export and overall work being implemented by the Agency.

KEY RESPONSIBILITIES

1. Innovation, Growth and Organisational Capacity

- a. Ensure expenditure for approved grants is in accordance with the Agency's grant policies and procedures and other specific donor requirements;
- b. Process and disburse approved grants to beneficiaries in an efficient and timely manner;
- c. Ensure foreign currency transactions are in keeping with the Agency's policies and procedures and grantee requests;
- d. Maintain and update a dashboard of payments vs commitments to beneficiaries, and ensure payments are in keeping with agreed disbursement timelines.

2. Customer-Stakeholder Management

- a. Disseminate financial information to stakeholders and report on activities within the specified time periods in keeping with the Agency's procedures and guidelines;
- b. Remotely support the Sub Regional Office (SRO) and Haiti Office with disbursements of grants, if required;
- c. Liaise with the Programme team and other key stakeholders, as required;
- d. Investigate and respond to enquiries regarding disbursements and commitments from the Programme team, grantees and bank.

3. Financial Stewardship

- a. Work with the Manager- Operations and Finance Team focusing on programme deliverables for grants disbursements;
- b. Work with the Programme and Grants teams to review approved grant disbursements to meet payment targets and KPIs.

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

CORE COMPETENCIES: Knowledge

- Financial/Accounting: Knowledge and experience in accounting and finance principles, procedures and systems for business operations;

- A minimum of five (5) years' experience in a similar capacity in organisations with comparable challenges;
- Experience with EU programmes or knowledge of EU (EDF) financial procedures.

CORE COMPETENCIES: Abilities and Skills

- Ability to multi-task, prioritize, and manage time effectively to meet several deadlines.
- Ability to work in teams and under pressure with competing demands.
- Good judgment and decision-making.
- Utilises initiative and is adaptable.
- Demonstrates confidentiality and discretion with sensitive information.
- Pays attention to detail and accuracy.
- Good problem analysis and problem-solving skills.
- Ability to work effectively in a multi-cultural, diverse, dynamic environment.
- Experience with Microsoft's suite of business software such as SharePoint, MS Excel.
- Efficiency in the use of an integrated accounting system, use of ACCPAC/SAGE is desirable.
- Ability to clearly and concisely communicate information to target audience.

EDUCATION/EXPERIENCE /CREDENTIALS

- A Bachelor's degree in Business or Accounting or Professional Certification in Finance/Accounting.
- A minimum of five (5) years' experience in a similar capacity in a comparable organisation.
- A CARIFORUM national – must have CSME certificate to work in Barbados.

TRAVEL AND ORGANISATIONAL DEMANDS

Travel outside Barbados is not anticipated.

The Short-Term Finance Assistant is required to work office hours, Monday to Friday from 8:30am to 4:30pm.

Contract period: June to December 2022

CV's must be submitted to Ms Wendy Graham at wgraham@carib-export.com no later than 5.00pm AST on May 23, 2022.