



Job Opportunity: Accounts Officer, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/HTAP/02
Application Deadline Date	August 11, 2010
Duration	9 months
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

Open To:

All employees of the CDEMA Coordinating Unit and to the citizens and permanent residents of CARICOM countries.

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Merit Criteria:

Qualifications and Experience

- At least a first degree in Accounting or Advanced level training in accounts to Level 3 of CGA or equivalent;
- At least five (5) years experience in project administration and accounting;
- Experienced and demonstrated use of QuickBooks software or similar accounting software;
- Experience in accounting for a not-for profit institution would be an asset.

Knowledge and Skills

- Ability to efficiently utilize accounting, word processing, database management, spreadsheet software programmes;
- Ability to prepare and interpret financial documentation and reports;
- Report writing, Data Acquisition and Analysis skills;
- Ability to communicate and relate effectively with persons at all levels;
- Ability to develop financial plans and manage resources.

Language Requirements:

- Good knowledge of English.
- Any other language skills would be an asset.

Information Notes:

1. Candidates must clearly demonstrate in writing that they have met all of the above criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, two (2) testimonials and copies of certificates via email to cdema@cdema.org or fax number 246-425-8854. Quote selection process number is: CDEMA-CU/HTAP/02.
3. Candidates not resident in Barbados must agree to relocate to Barbados. Interview and relocation expenses will be reimbursed in keeping with CDEMA rules and regulations.
4. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.

1.0 FUNCTIONAL RELATIONSHIPS

The Accounts Officer reports to the Finance Manager, and collaborates closely with the Accounts Staff and Project Officers.

2.0 SUMMARY

Under limited supervision, the incumbent is responsible for all financial aspects of the Project to ensure that expenditure is in keeping with established guidelines and budgets.

3.0 DUTIES AND RESPONSIBILITIES

The Accounts Officer:

- 3.1 Works with the Senior Programme Officer and other staff to manage the fiscal aspects of the Project;
- 3.2 Manages the financial elements of the Project including the facilitation of project disbursements and maintaining computerized financial records;
- 3.3 Reviews, analyses and verifies budgets ensuring balances of revenues, expenses and transfers and prepares integrated budget for submission as required;
- 3.4 Develops cash flow forecasts and other management reports on a monthly, quarterly and annual basis for internal and external purposes;
- 3.5 Develops and monitors monthly, quarterly and annual budgets, and review and check Programme expenditures to ensure compliance with donor regulations and other terms and conditions of grant agreements;
- 3.6 Reconciles all Project funds and accounts in collaboration with the CDEMA Finance and Administration Unit;
- 3.7 Ensures that the financial documents pertaining to the Project are properly maintained in accordance with established procedures;
- 3.8 Liaises with auditors and other Agency personnel and answers queries on financial matters;
- 3.9 Prepares and submits reports from quarterly audits of the Project finances to the Administrator through the Finance Manager;
- 3.10 Consults with Senior Project Officers on Programme implementation schedules;
- 3.11 Performs such other job-related duties as may be assigned from time to time;
- 3.12 Participates in the response activities of the Agency as may be required.