CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Accounts Officer - USAID Caribbean Climate Resilience Initiative

Division/Department: Office of the Executive Director/Finance

Reports To: The Chief Accountant

Direct Reports: N/A

Date Revised: March 2021

1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Chief Accountant and collaborates closely with the Project Head, other staff of the Finance Department and other Project staff.

2.0 SUMMARY

Under limited supervision, the incumbent is responsible for all financial aspects of the “USAID Caribbean Climate Resilience Initiative” Project to ensure that expenditure is in keeping with established guidelines and budgets.

3.0 DUTIES AND RESPONSIBILITIES

3.1 Works with the Chief Accountant, Project Head, and other project implementation 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 Ensures the Project budget is entered into the Quickbooks accounting system.

3.4 Reviews, analyses, and verifies budgets ensuring balances of revenues, expenses and transfers and prepares integrated budget for submission as required.

3.5 Develops cash flow forecasts and other management reports on a monthly, quarterly, and annual basis for internal and external purposes.

3.6 Develops and monitors monthly, quarterly, and annual budgets, and review and
check Project expenditures to ensure compliance with donor regulations and other terms and conditions of grant agreements.

3.7 Reconciles all Project funds and bank accounts in collaboration with the CDEMA Finance Department.

3.8 Ensures that the financial documents pertaining to the Project are properly maintained in accordance with established procedures.

3.9 Liaises with auditors and other Agency personnel and responds to queries on financial transactions.

3.10 Ensures that procurement activities comply with donor requirements.

3.11 Prepares and submits reports from quarterly audits of the Project finances to the Chief Accountant.

3.12 Consults with the Chief Accountant and the Project implementation team on implementation schedules to facilitate the monitoring and evaluation of the project.

3.13 Processes disbursements to local vendors in local currency.

3.14 Processes wire transfers to pay overseas contractors.

3.15 Prepares monthly VAT report for submission to the Barbados Revenue Authority.

3.16 Provides support to complementary projects as required.

3.17 Participates in the response activities of the Agency as may be required.

3.18 Performs such other job-related duties as may be assigned from time to time by the Chief Accountant or any duly authorized officer.

4.0 OUTPUTS

4.1 Monthly, Quarterly, and annual Reports, budgets and financial statements

4.2 Monthly Bank reconciliation statements

4.3 Preparation of timely payments

4.4 Financial inputs for Project Financial and Monitoring Reports

4.5 Timely updates of the project financial and accounting records

4.6 Monthly reconciliation of bank accounts

4.7 Monthly reconciliation of VAT

4.8 Timely provision of cashflow statements and budgets

5.0 CONDITIONS

5.1 General administrative office accommodation provided.

5.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources
and facilities.

5.3 Position may require periods of travel to CDEMA member states as well as other destinations.

5.4 Subject to general service conditions applicable to established staff members of the Agency.

5.5 Access to all available relevant information and resources for effective discharge of duties.

5.6 Required to observe the Agency’s Staff Rules and Regulations in force.

6.0 EVALUATION CRITERIA

The Performance Criteria established in the Performance Agreement, which will include:

6.1 Demonstrated financial and accounting skills

6.2 Technical accuracy of financial documentation and reports

6.3 Timely completion of assignments and reports and the ability to meet deadlines as detailed in Section 4.0.

6.4 Knowledge and understanding of and the effective application of the Agency’s policies and objectives

6.5 Teamwork

6.6 Reliability & Initiative

6.7 Communication Effectiveness

7.0 QUALIFICATIONS AND EXPERIENCE

7.1 At least a first degree in Accounting or Advanced level training in accounts to Level 3 of CGA, ACCA or equivalent.

7.2 At least five (5) years experience in project administration and accounting.

7.3 Experienced and demonstrated use of QuickBooks software or similar accounting software.

7.4 Experience in preparing audit schedules for external auditors

7.5 Experience in accounting for a not-for profit institution.

7.6 Proven working experience and knowledge of procedures of International Funding Agencies.

8.0 KNOWLEDGE, SKILLS AND ABILITIES

8.1 Knowledge and understanding of international accounting standards.

8.2 Knowledge and understanding of donor procurement guidelines and procedures.

8.3 Proficiency in accounting, word processing, database management, spreadsheet,
and other relevant software applications.

8.4 Ability to prepare and interpret financial documentation and reports.
8.5 Ability to develop financial plans and manage resources.
8.6 Report writing, Data Acquisition and Analysis skills.
8.7 Ability to communicate and relate effectively with persons at all levels.
8.8 Excellent knowledge of English.
8.9 Flexibility and adaptability
8.10 Appreciation of workplace diversity