



Job Opportunity: Accounts Officer, CDERA Coordinating Unit

Competition Reference No.	CDERA-CU/EDF/07
Application Deadline Date	October 8, 2008
Salary Grade	S1
Duration	Minimum of 2 years
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Response Agency

Open To:

All employees of CDERA Coordinating Unit and to the general public

Salary and Benefits:

CDERA offers an attractive benefits package. The salary will be based on the individual's qualifications and experience. The salary range for this position is S1 in the CDERA scalar salary schedule.

Merit Criteria:

Qualifications and Experience

- First degree in accounting (equivalent) or at least 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
- At least three (3) years experience in accounting for not-for profit institution

Knowledge, Skills and Experience

- Ability to efficiently utilize accounting, word-processing, database management and 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
- Knowledge of EU financial procedures

Language Requirements:

Good knowledge of English

Conditions of Employment:

Preference will be given to citizens and permanent residents of CARICOM countries.

Information Notes:

1. Candidates must clearly demonstrate in writing that they meet 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 cdera@caribsurf.com or fax number 246-425-8854. Quote selection process number is: CDERA-CU/EDF/07.

3. Candidates not resident in Barbados must agree to relocate to Barbados. Interview and relocation expenses will be reimbursed in keeping with CDERA rules
4. Acknowledgement of receipt of applications will not be sent. We would like to thank all candidates who apply as only those selected for an interview will be contacted.

JOB DESCRIPTION – ACCOUNTS OFFICER

1.0 FUNCTIONAL RELATIONSHIPS

Reports to the Deputy Coordinator through the Head of Unit/Technical Coordinator and collaborates closely with the Agency's Finance Officer and Project Staff

2.0 SUMMARY

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

3.0 DUTIES AND RESPONSIBILITIES

1. Manages the financial elements of the project to include facilitating project disbursements and maintaining computerized financial records in collaboration with the Agency's Finance Officer.
2. Reviews, analyses and verifies budgets ensuring balances of revenues, expenses and transfers and prepares integrated budget for submission as required
3. Develops project cash flow forecasts and other management reports on a monthly, quarterly and annual basis for internal and external purposes
4. 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
5. Works with the Head of Unit/Technical Coordinator, Finance Officer and other project staff to manage the fiscal aspects of project.
6. Coordinates and leads data inputs for project transactions
7. Facilitates the reimbursements of expenses incurred by the project
8. Reconciles all project funds and accounts in collaboration with the Agency's Finance Officer
9. Maintains an up-to-date record of all funds received for the Project
10. Liaises with auditors, Agency's Finance Officer and other Agency personnel and answers queries on financial matters
11. Prepares quarterly reports of project finances in collaboration with the Finance Officer for the consideration of the Deputy Coordinator and the Head of Unit/Technical Officer
12. Consults with project officers on project implementation schedules
13. Participates in Monthly Meetings with Project team to review commitments and liabilities and other project financing needs and ensures that the Report of these are shared with the appropriate staff members
14. Ensures that the financial documents pertaining to the assigned project are properly maintained in accordance with established procedures
15. Collaborates with and coordinates all financial components of the project to ensure consistent reporting and adherence to local financial regulations, EU guidelines and CDERA fiscal policies and procedures
16. Participates in the Agency's Finance and Administration review initiatives as required

17. Follows up with Project personnel to ensure that deadlines relating to the contracts are being adhered to
18. Prepares monthly reports for presentation to the Coordinator, Deputy Coordinator and Head of Unit/Technical Coordinator and Finance Officer.
19. Works with the Agency's Finance Officer to ensure full integration of project accounts into the Agency's overall accounting records
20. Performs such other job-related duties as may be assigned from time to time

4.0 OUTPUTS

- Monthly, Quarterly and Annual Reports on Project Finances
- Quarterly internal Audits of Project Finances
- Financial inputs for Project and other related Reports

5.0 CONDITIONS

- General administrative office accommodation provided
- Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- Position may require periods of travel to CDERA member states as well as other destinations
- Subject to general service conditions applicable to established staff members of the Agency
- Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies

6.0 EVALUATION CRITERIA

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

- Demonstrated financial and accounting skills
- Technical accuracy of financial documentation and reports
- Timely completion of assignments and reports, and the ability to meet deadlines as detailed in Section 3.0