

VACANCY NOTICE FOR PROJECT ADMINISTRATIVE ASSISTANT

Application Deadline:	August 5th, 2020
Location	Husbands, Barbados
Organization	Caribbean Institute for Meteorology and Hydrology
Contract Period	12 Months (in the first instance)

The Caribbean Institute for Meteorology and Hydrology (CIMH) invites applications from suitably qualified persons for the post of **Project Administrative Assistant**, an accounting and administrative position, on the Strengthening Disaster and Climate Resilience (SDCR) Project. The SDCR Project is being implemented by the CIMH and is made possible through the generous support of the American people, through the United States Agency for International Development (USAID).

The **Project Administrative Assistant** will be responsible for all financial aspects of the SDCR Project and support the Project Manager with the execution of all other Administrative functions of the project. Applications for this post are open to citizens and permanent residents of Barbados ONLY.

Merit Criteria:

1. QUALIFICATIONS AND EXPERIENCE

- 1.1 At least a first degree in Accounting or Advanced level training in accounts to Level 2 of CGA or equivalent;
- 1.2 At least five (5) years of experience in project administration and accounting;
- 1.3 Experienced and demonstrated use of QuickBooks software or similar accounting software;
- 1.4 Experience in preparing audit schedules for external auditors;
- 1.5 Experience in accounting for a not-for-profit institution or a CARICOM regional institution;
- 1.6 Proven working experience and knowledge of International Funding Agencies procedures;
- 1.7 Demonstrated experience with performing administrative functions such as filing, correspondence management; management of meeting/workshop logistics and recording of minutes of meetings.

2. KNOWLEDGE, SKILLS AND ABILITIES

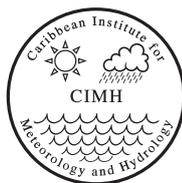
- 2.1 Knowledge and understanding of international accounting standards;
- 2.2 Knowledge and understanding of donor procurement guidelines and procedures;
- 2.3 Knowledge of USAID financial procedures and procurement guidelines will be an asset;
- 2.4 Proficiency in accounting, word processing, spreadsheet and other relevant software applications;
- 2.5 Ability to prepare and interpret financial documentation and reports;
- 2.6 Report writing, Data Acquisition and Analysis skills;
- 2.7 Ability to communicate and relate effectively with persons at all levels.

Information Notes:

1. Applicants must clearly demonstrate in writing that they have met all of the criteria. Failure to do so may result in your application not receiving further consideration.
2. Applications must be address to:

The Principal
Caribbean Institute for Meteorology and Hydrology
St. James BB 23006
Barbados
Tel: 246 425 1362/63

3. Send applications, including Resume, three (3) references and copies of certificates via email to hrdept@cimh.edu.bb, **Attn: SDCR Project Manager**.
4. Acknowledgement of receipt of applications will not be sent. **NOTE:** Only suitable applications will be acknowledged for an interview. CIMH would like to thank all applicants for their interest.



JOB DESCRIPTION

1. FUNCTIONAL RELATIONSHIPS

- 1.1 The **Project Administrative Assistant** reports to the Project Manager of the SDCR Project and collaborates closely with the Senior Administrative Officer (SAO), Finance Specialist, other staff of the Administrative Section and other Project implementation personnel.

2. SUMMARY

- 2.1 Under limited supervision, the incumbent is responsible for all financial aspects of the SDCR Project to ensure that expenditure is in keeping with established guidelines and budgets and providing critical support for the execution of all other Administrative functions for the SDCR Project.

3. DUTIES AND RESPONSIBILITIES

- 3.1 Works with the Project Manager, to manage the fiscal aspects of the Project;
- 3.2 Supports the Project Manager, to execute all other administrative tasks;
- 3.3 Manages the financial elements of the Project including the facilitation of project disbursements, maintaining computerized financial records, facilitating of advance request from the project donor;
- 3.4 Reviews, analyses and verifies budgets ensuring balances of revenues, expenses and transfers and prepares expenditure reports and budget for submission as required;
- 3.5 Develops expenditure 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 CIMH Administration Section
- 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 responds to queries on financial transactions;
- 3.10 Undertakes all payment activities for the project
- 3.11 Consults with Project Manager, and the Project implementation team on implementation schedules to facilitate the monitoring and evaluation of the project;
- 3.12 Performs such other job-related duties as may be assigned from time to time by the Project Manager or any duly authorized officer.

4. OUTPUTS

- 4.1 Monthly, Quarterly and Annual Financial Reports
- 4.2 Monthly Advance Request from USAID
- 4.3 Project Meeting Reports
- 4.4 Monthly reconciliation statements
- 4.5 Preparation of timely payments
- 4.6 Financial inputs for Project Financial and Monitoring Reports
- 4.7 Timely updates of the project financial and accounting records

5. CONDITIONS

- 5.1 Recruitment for the position will be done as a temporary staff of CIMH which will include the benefit of non-contributory medical insurance plan.
- 5.2 General administrative office accommodation provided.
- 5.3 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities.
- 5.4 Subject to general service conditions applicable to established staff members.