

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



VACANCY NOTICE

FINANCE SPECIALIST

Deadline for submission of applications is May 14, 2019 at 11:59 pm AST

The Caribbean Institute for Meteorology and Hydrology (CIMH) is seeking to recruit a Finance Specialist. The successful candidate will be based at CIMH's office located in Husbands, St. James, Barbados.

THE CIMH

The Caribbean Institute for Meteorology and Hydrology (CIMH) is an Institution of the Caribbean Community (CARICOM) and the technical Organ of the Caribbean Meteorological Organization (CMO). The CIMH is managed by a Board of Governors comprised of representatives from the sixteen (16) CMO Member States¹.

The mandate of the CIMH is to assist in improving and developing the Meteorological and Hydrological Services, as well as, providing awareness of the benefits of Meteorology, Hydrology and Climatology for the economic well-being of the Member States. This is achieved through training, research, investigations, and the provision of related specialized services and advice.

The CIMH in 1973 established an affiliation with the University of the West Indies (UWI), Cave Hill Campus, in which its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Science and Technology. The CIMH is recognized regionally and globally as:

- The World Meteorological Organization (WMO) Regional Training Centre for the Caribbean;
- The WMO Regional Instrument Centre for the Caribbean;
- A WMO Centre of Excellence for Training in Satellite Meteorology;
- The WMO Regional Climate Centre for the Caribbean;
- The Caribbean Centre for Climate and Environmental Simulations;
- The Climate Data Archive for CMO Member States;
- The Pan American Centre for the WMO Sand and Dust Storm Warning Advisory and Assessment System (SDS-WAS).

The position will report directly to the Principal of CIMH. The position will work directly with the Management, Procurement and Programme personnel as well as senior staff at CIMH to achieve the organisation's financial objectives and strategic goals.

The Finance Specialist will support all areas relating to CIMH's financial reporting including to its Board of Governors and investment partners. This position will support developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. The Finance Specialist will ensure that financial activities are completed in a timely and accurate manner.

¹ These include: Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, and the Turks and Caicos Islands.

This position addresses a multitude of financial activities including budget preparation, expenditure tracking, financial forecasting, investment planning and reporting as well as the development of financial strategies for the organisation. The Specialist will also support programme and project design, planning and implementation.

KEY RESPONSIBILITIES

1. Maintain a documented system of Accounting Policies and Procedures;
2. Assist with ensuring there is the effective separation of duties and accountabilities in finance and accounting practices;
3. Forecast cash flow positions, related grants and available funds for investment projects and research;
4. Assist with ensuring that sufficient funds are available to meet ongoing operational and capital investment requirements;
5. Assist in determining the sustainability of CIMH programmes through financial and other data analysis;
6. Support CIMH's investment strategies in accordance with the policy and directives of the CIMH Board of Governors;
7. Support preparation, management and reporting on CIMH's budget;
8. Assist Management in the formulation of its overall budget and financial forecasts to support its strategic direction;
9. Develop and implement cost reduction analyses in all areas of the CIMH;
10. Lead the review of performance of projects for presentation of key issues to Management;
11. Develop benchmarking approaches to establish areas of potential operational improvement;
12. Compile and report to Management business metrics (e.g., quantifiable measures used to track and assess assets/projects such as cash flows, source of funds) as needed;
13. Review and recommend changes to improve CIMH's returns on its financial investments;
14. Assist in the determination of product and service pricing in relation to consulting services;
15. Support the management of CIMH's capital budgeting process.

QUALIFICATIONS AND EXPERIENCE

1. A minimum of a Bachelor's Degree (with Honours) in Accounting and or Finance. Level 2 of the ACCA or equivalent accounting qualification would be an asset;
2. Consideration will be given to candidates with the ACCA, CPA, CGA or Certified Management Accountant designations who may lack a first degree;
3. Consideration will also be given to persons with business experience and 10+ years of progressively responsible experience providing financial guidance to decision-makers in a major organisation or division of a large organisation.

COMPETENCIES

1. Strong interpersonal and supervisory management skills;
2. Excellent written and verbal communications skills;
3. Strong analytical, quantitative and problem-solving skills;
4. Proven high standards of ethics and confidentiality in handling sensitive information;
5. Outstanding knowledge of commonly used financial and accounting software;
6. Ability to work effectively with others as a team member or team leader;
7. Experience acting as a driver of change in an organisation;
8. Understand task alignment with strategic priorities and goals.

REQUIREMENTS

1. An application letter accompanied with a Curriculum Vitae should be sent to:
The Principal
Caribbean Institute for Meteorology and Hydrology
Husbands
St. James BB 23006
BARBADOS
Tel: 246 425 1362/65 E-mail: hrdept@cimh.edu.bb
2. Letters from two professional references should be addressed directly to the Principal and received on or before the closing date of applications;
3. Preference will be given to nationals of CMO Member States;
4. Applicants will be required to produce evidence of any educational and professional qualifications to support their application if selected for an interview;
5. All appointments are subject to satisfactory background checks and references.

NB: Only satisfactory applications will be acknowledged.

TERMS OF APPOINTMENT

This is a full-time position with the successful candidate being contracted for two years. Based on performance and the availability of funds, the contract may be extended. Medical insurance is included in the benefits package.