

Finance Manager

The **Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)** is an institution of CARICOM with a mandate to promote Renewable Energy (RE) and Energy Efficiency (EE) investments, markets and industries in the Caribbean. CCREEE aims at improving access to modern, affordable and reliable energy services, energy security and the mitigation of negative externalities of the energy system by promoting RE and EE; supported by the CARICOM Energy Knowledge Hub (CEKH), hosted at the CCREEE, and designed to enhance, inter alia, the efficiency and effectiveness with which intelligence is created and shared among stakeholders.

Working fulltime from the CCREEE office in Barbados and reporting directly to the Executive Director, the Finance Manager will participate as a team member in establishing the Centre and its strategic positioning regionally and internationally; in executing the first operational phase; and in designing and implementing the program and project portfolio of the Centre. Key responsibilities:

- Establish and manage the CCREEE financial rules, policies, systems and procedures (procurement, financial and accounting) and reporting protocols.
- Assist the Executive Director in consolidating internal rules and procedures to achieve accreditation of the CCREEE financial systems to qualify the Centre for direct funding from major donors and financiers.
- Support the Executive Director in the establishment and management of donor, client and other relations.
- Develop project contracts and agreements to ensure probity and quality controls.
- Coordinate with the host country in relation to the capital commitments under the host country arrangement, as well as the monitoring of host country contributions toward the operating costs.
- Manage the selection, procurement and implementation of an effective and transparent accounting and budget management tool for the CCREEE.
- Initiate the selection, procurement and implementation of an effective enterprise resource planning (ERP) and project cycle management system for the CCREEE.
- Support the recruitment of administrative and financial staff for the Centre.
- Ensure financial checks are conducted in accordance with established for procurement procedures.
- Manage the CCREEE assets, office supplies and inventory.
- Support the Finance and Procurement Sub Committees of the Executive Board.
- Prepare the financial statements of the CCREEE for approval of the Executive Board; support external auditors in the review and verification of statements and other duties.
- Advise and support the financial planning and preparation of annual budgets for the CCREEE work plans.
- Prepare and verify standard accounting entries for financial data processing; reconcile discrepancies.
- Ensure adherence to CCREEE contracts; check project implementation and progress appraisals and payment schedules related to requests for financial disbursements and payments.
- Manage the validation, processing and payment of salaries, reimbursements and advances to staff and consultants and of invoices from suppliers and contractors.
- Maintain up to date financial records for the CCREEE.
- Advise and support technical staff in the development of project and activity budgets and financial reports.

Position Requirements:

- Citizenship in a CARICOM Member State with residency in Barbados
- Degree in Accounting, Finance, Business Administration or related field with professional qualification in accounting or finance, or other as deemed suitable by the CCREEE Administration & HR Standing Committee
- Seven years' relevant job experience as a financial officer in public and private institutions
- International working experience or with an international organisation is a strong added value
- Familiarity with the administrative procedures and protocol in the CCREEE host country (Barbados)
- Working knowledge of accounting software and international accounting standards (e.g. IPSAS, IFRS)
- Proficiency in the use of word, mathematical presentation and communication processing tools

Applicants should submit the following:

1. a cover letter outlining motivation and the relevance of experience and qualifications to the role;
2. a full résumé of personal, educational and employment details (in reverse chronological order); and
3. the names and contact information (telephone and email) for four professional referees. *In no instance will a referee be contacted without prior notice to and consent of the applicant.*

Please submit your confidential application by email, captioned "CCREEE Finance Manager" in the subject line, to:
LPD Hall & Associates at info@lpdhall.com by July 21, 2019.