



**Job Opportunity:
FINANCE MANAGER
CDEMA Coordinating Unit**

Competition Reference No.	CDEMA-CU/CDM-HIP/11
Application Deadline Date	January 18, 2013
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

The CDEMA Coordinating Unit (CU) is inviting applications for the post of **Finance Manager**. The Finance Manager will be responsible for managing the financial aspects of the CIDA/DFID programme and other projects and provide core support to the financial leadership of the CDEMA CU. He/she will also be responsible for strengthening the internal capacity for the management of increased development partner inflows within the integrated Comprehensive Disaster Management (CDM) programming environment and will assist the Director-RMAD in the sustainable financing programmes at the CU.

Open To:

Employees of the CDEMA CU as well as all citizens and permanent residents of CARICOM countries

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Merit Criteria:

1.0 QUALIFICATIONS AND EXPERIENCE

- 1.1 B Sc in Accounting and Professional Certification in Accounting or Finance e.g. ACCA, CGA, CPA, CIMA
- 1.2 At least five (5) years experience at a managerial level with a minimum of three (3) years at a senior management level
- 1.3 Experience in preparing financial reports

2.0 KNOWLEDGE, SKILLS AND ABILITIES

- 2.1 Knowledge of computerized accounting systems with experience in Quick Books being a distinct advantage
- 2.2 Strong technical financial capabilities

- 2.3 Ability to communicate effectively with persons at all levels
- 2.4 Knowledge of project management issues
- 2.5 Excellent interpersonal and communication skills
- 2.6 A capacity for independent thought and action and ability to tender professional advice
- 2.7 Diplomacy and advocacy skills
- 2.8 Demonstrated team leadership
- 2.9 Appreciation of workplace diversity

Information Notes:

1. Candidates 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. Send applications, including Resume, three (3) testimonials and copies of certificates via email to hr@cdema.org. Quote selection process number: **CDEMA-CU/CDM-HIP/11**
3. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.



JOB DESCRIPTION

Position Title: Finance Manager

Division/Unit: Resource Management and Administration Division (RMAD)/Finance

Reports To: Director - RMAD

Direct Reports: Finance Officer
Accounts Officers

1. FUNCTIONAL RELATIONSHIPS

Works under the direction of the Director - RMAD and collaborates with other staff members of the Agency.

2. SUMMARY

The Finance Manager will be responsible for managing the financial aspects of the CIDA/DFID programme and other projects and provide core support to the financial leadership of the CDEMA CU. The incumbent will be responsible for strengthening the internal capacity for the management of increased development partner inflows within the integrated Comprehensive Disaster Management (CDM) programming environment and will assist the Director-RMAD in the sustainable financing programmes at the CU.

3. DUTIES AND RESPONSIBILITIES

Specifically the Finance Manager will:

- 3.1.** Organise the preparation of the Agency's Annual Budget
- 3.2.** Monitor the preparation of requisitions
- 3.3.** Ensure that proper records of all financial transactions are maintained
- 3.4.** Supervise the reconciliation of all of the Agency's accounts and prepare such financial statements as may be required by the Agency and by donors from time to time.
- 3.5.** Prepare quarterly financial reports for the Agency
- 3.6.** Provide leadership to and oversee the financial management of the projects of the CU
- 3.7.** Procure within budgetary allocation, the approved good and services necessary for efficient administration and effective execution of the Agency's work programme
- 3.8.** Provide conceptual and technical leadership towards the development and maintenance of the Agency's finance systems
- 3.9.** Develop and maintain appropriate systems, procedures and records for the management of the Agency's funds and other resources, for example an Accounts

Operations Manual and monitoring of same on an ongoing basis

- 3.10.** Ensure that appropriate inventories for all furniture, equipment, materials and supplies of the Agency are maintained
- 3.11.** Monitor and ensure that the Agency's assets are adequately insured and equipment and motor vehicle are services as per approved schedules.
- 3.12.** Submit to the Director - RMAD, a monthly report on activities undertaken including challenges to be addressed with recommendations for action.
- 3.13.** Provide financial input for the meetings of the organs of the Agency and support finalization of reports therefrom
- 3.14.** Provide financial input for the Agency's Annual Report
- 3.15.** Conduct the performance appraisals of staff supervised to include the preparation of performance agreements
- 3.16.** Supervise staff as assigned
- 3.17.** Participate in disaster response activities of the agency, as may be required
- 3.18.** Participate in Management meetings of the CU.
- 3.19.** Perform any other duties as may be directed from time to time by the Director – RMAD or other senior officer of the Agency as required.

4. CONDITIONS

- 4.1. General administrative office accommodation provided
- 4.2. Position may require periods of travel to CDEMA Participating States as well as other destinations.
- 4.3. Institutional support provided through documented rules and regulations general policy guidelines and through access to available relevant information, resources and facilities
- 4.4. Subject to general service conditions applicable to established stall members of the Agency
- 4.5. Access to all available relevant information and resources for effective discharge of duties
- 4.6. Required to maintain current knowledge of the responsibilities of other agencies and organization with disaster management responsibilities

5. EVALUATION CRITERIA

- 5.1. Demonstrated technical, administrative and human management skills
- 5.2. Timely completion of assignments and reports and the ability to meet deadlines
- 5.3. Technical accuracy and general quality of reports
- 5.4. Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.5. Financial problems handled and the overall effectiveness of measures implemented to resolve them
- 5.6. Communication effectiveness
- 5.7. Performance Agreement