

Finance Officer
Regional Stigma and Discrimination Unit
(JOB DESCRIPTION)

Organisation description:

Associates for International Development (AID Inc.) is engaged in the business of providing consulting services, including but not limited to: healthcare services including HIV/AIDS advisory services; project and programme management; health systems financing; research, including operations research; health policy and planning; grant management; financial management; disease management; technology training and development; clinical training and management; events management and communications; social marketing; training/capacity building with diverse populations; development of educational/training/communication materials; and education, fundraising and strategic advisory services to clients located mainly in the Caribbean and, increasingly, around the world.

PANCAP REGIONAL STIGMA AND DISCRIMINATION UNIT

The PAN Caribbean Partnership against HIV and AIDS (PANCAP) Regional Stigma and Discrimination Unit is an exciting regional initiative funded by the department for International Development DfID (UK) and is aimed at actively, steadily and measurably decreasing stigma and discrimination against PLHIV, their families, and other vulnerable groups in the Caribbean region.

Associates for International; Development has been procured by PANCAP through DFID and to provide project management duties for the overall establishment of the PANCAP Regional Stigma and Discrimination Unit (RSDU). It is hoped by the project end, PANCAP will be better enabled to ensure participating NAPs, civil society and the private sector groups develop and implement high quality national programmes to tackle stigma and discrimination, working in partnership with PLHIV and other vulnerable groups.

Scope:

Under the overall guidance of the Project Director, the Finance Officer will be responsible for the Financial record keeping of aspects of the project, including:

- Working collaboratively to ensure that all financial requirements are achieved
- Administer and monitor financial systems in order to ensure that the finances are maintained in an accurate and timely manner
- Manage and maintain all RSDU project financial records including the accounts payable and accounts receivable systems to ensure complete and accurate records of all resources (using Quickbooks)
- Provide efficient and effective financial management
- Maintaining the best financial practice, protocols and systems to ensure efficient dealing with day-to-day business.
- Preparing for financial meetings/reviews/audits by producing summarised financial reports for distribution

The Finance Officer must work in compliance with AID Inc. DFID and RSDU policies and the Laws of Barbados and hereinafter any other location of the RSDU.

Main duties and responsibilities:

- Assist in the development and administration of accounting policies and practices within applicable accounting standards for the accurate keeping of general ledger and other accounting records for the financial transactions and balances of the RSDU;
- Hands-on application of professional skills and judgement to the accounting and financial reporting requirements of the RSDU, including accurate accounting for transactions and balances, robust periodical processes and reconciliations to maintain the general ledger and other accounting records, and preparation of timely and accurate financial reports/statements;
- Prepare general purpose internal and external financial reports to support periodical and end-of-year financial decision-making and accountability;
- Manage extra budgetary project funds received by donors and ensure these are properly allotted to the country sub -project and reported on by sub grantees
- Apply accounting processes and financial controls which comply with accounting standards and ensure accountable and responsive stewardship of the RSDU's financial resources;
- Provision of *ad hoc* training and capacity building to small participating NGOs receiving project grants (sub grantees)
- Ensure the timely receipt and banking of financial resources.

Specific outputs as required within the above responsibilities may include:

- Monthly reports on RSDU expenditures
- Financial monitoring reports of sub - grantee disbursements and expenditure, ensuring that financial flows reconcile with the monthly activities undertaken within each sub project
- Quality and timely written and verbal advice to other relevant staff members in relation to accounting/financial matters and financial reports;
- Responsive liaison with internal and external auditors;
- Major contributions to the preparation of briefs and general purpose financial reports (including annual financial statements);
- Regular reconciliation of transactions to ensure proper collection and banking of cash resources;
- Participation in the development and implementation of new initiatives in support of the continuous improvement of key accounting policies and processes;

Confidentiality

- Performing to earn the RSDU Project Management Team's and the directors' full confidence
- Assuring discreet handling of all financial business relating to RSDU and AIDInc
- Maintaining and controlling confidential project reports i.e ledgers, bank statements, yearly financial reports etc
- Working in a courteous and professional manner at all times; exercising discretion and sensitivity

Travel

- Working with the Administrative staff to address financial matters related to travel through internal or outside agents in accordance with AID In. and RSDU policies
- Undertaking trips to RSDU target country as determined by the project director in order to build financial management/project monitoring capacity of participating small NGOs.
- Arranging travel cash in advance

- Preparing expense report tools for directors and Project Management Team
- Complete expense reports after all trips

Quick Books Data Management

- Creating a financial storage/retrieval systems
- Inputting and maintaining/updating QB data, ensuring accurate and up to date records on all QB based data systems, and adhering to the principles of confidentiality and data protection at all times.

Routines

- Anticipating project needs and best practices in budget and financial matters
- Leasing with the admin offers re: petty cash and basic finance systems as and when directed by appropriate senior staff
- Actively keeping abreast of new financial developments in the project area.
- Reporting successes and alerting of challenges to Project Management Team and Directors; flagging problems so that they may be rectified in a timely manner

Additional Tasks

At the advanced levels, financial management is about METHODS for handling work; it requires a constant audit of the way a company does things, and willingness to rock the boat for greater economy and efficiency in getting work done.

- Recommend management action to improve standard financial operating procedures. Present comparisons on costs, risks, and benefits etc
- Develop and test new procedures
- Take initiative on requests and inquiries of a financial nature,
- ***Prepare and control financial budgets in conjunction with and as directed by The Project Management Team and other senior staff**
- Perform other duties as required.

Required and Preferred Knowledge, Experience and Skills:

Knowledge

- Formal training in accounting, finance or related field, or professional development with a national accounting body, is highly desirable;
- Knowledge of the Economic, social or health development environment in the Caribbean
- Understanding of HIV and HIV response issues, locally, regionally and globally.

- Knowledge of contemporary financial accounting and reporting standards including International Financial Reporting Standards is highly desirable;
- Ability to handle a large volume of work in an efficient and timely manner;
- Ability to plan and organise; Problem-solving skills;
- Ability to analyse accounting issues, initiate and propose solutions;

- Good inter-personal and communication skills with ability to present information clearly and logically both in writing and verbally;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Computer literacy, specifically accounting programs; Including Quickbooks
- Knowledge and experience of sophisticated financial information systems is an asset.
- An understanding of all relevant legislations, policies and procedures

Experience

- At least four years of progressively responsible and related experience in the field of financial accounting and reporting in a complex organisation;
- Demonstrated experience in applying contemporary accounting and other general ledger practices including an attention to detail and accuracy;
- Work experience in a development organisation would be an asset.

Skills

- Excellent Book-keeping skills
- Analytical and problem solving skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Computer skills including the ability to operate computerised accounting software (Quick-books, Lotus), Microsoft office, spreadsheet (Excel), and word processing programs at a highly proficient level
- Experience must include oversight, development and financial administration of annual budgets.
- Successful candidates will demonstrate a willingness to undertake unfamiliar initiatives, act independently, an eagerness to learn and the ability to quickly assimilate and apply information.
- Applicants should be able to identify and analyse problems and recommend cost-effective solutions
- Applicants should possess excellent organizational skills, have the ability to manage multiple tasks simultaneously, and have some understanding of financial quality assurance processes
- Excellent time management skills and resourcefulness with a strict attention to detail
- Applicants should have sensitivity to the needs of people living with HIV, especially women, children, youth and families.
- Demonstrated ability to work as a member of a team
- Demonstrated decision-making and initiative taking skills
- Time management skills and ability to work to tight deadlines

Personal Attributes

- Must maintain strict confidentiality in performing the duties of the Finance Officer.
- Must also demonstrate the following personal attributes:
 - Be honest and trustworthy
 - Be respectful
 - Possess sensitivity and the ability to work within a multi-cultural team and network
 - Flexibility
 - Commitment to working with a value-based organization
 - Demonstration of sound work ethics



- Ability to work well in a team and willingness to assist with other duties as required to ensure Project and company operations are a success
- Ability to work with minimum supervision
- Ability to use own initiative and plan workload

Qualifications:

The position demands a dynamic individual who demonstrates the ability to achieve results in a fast paced demanding environment, adhering to deadlines and the ability to perform under stress.

- A bachelor's degree/diploma in finance, accounting, business or second level of a recognized accounting program. Preference will be given to ACCA/CIMA qualified candidates
- A minimum of 1 year prior finance work experience with an international NGO or a minimum of 3 years in a similar role at another organisation

Reporting

- The Finance Officer will work with the Project Manager, the Project Administrator and the Technical Officers where necessary, and will take direction from the Project Coordinator and Project Manager for the RSDU
- Overall direction will be by the Project Managers of the Stigma Unit
- The Finance Officer shall submit communication of financial outputs to the Project Manager at the end of each month. The employee shall maintain regular email and telephone communications with senior RSDU staff.

Other duties

- Other duties as they arise will be determined by the RSDU Project Director.

Other Information:

- This is a full-time position and the Financial Officer is expected to work between the hours of 8.30 to 4.30pm and not less than 40 hours per week.

Please direct all enquiries concerning this vacancy to the following;

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