

## CARICOM COMPETITION COMMISSION

### DETAILS OF THE POST OF ACCOUNTANT

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the above mentioned position of **ACCOUNTANT** in the CARICOM Competition Commission with assigned duty station in Paramaribo, Suriname.

### 2. FUNCTIONS OF THE POST

The Accountant shall be accountable to the Executive Director for the execution of all duties and responsibilities set out in this job description, and shall also report, as required, to the Chairman and Board of the CARICOM Competition Commission (hereinafter referred to as 'the Commission' or 'CCC'), on matters falling within their area of responsibility.

The Accountant serves as a key support function within the Commission, ensuring effective and sound financial management. The Accountant will be responsible for maintaining accurate financial records, preparing financial reports, ensuring compliance with regional and international financial regulations, and supporting budgeting and audit processes.

The incumbent ensures that the institution's resources are utilised in accordance with CCC Rules and CCC approved budget

### 3. FINANCIAL AND ACCOUNTING RESPONSIBILITIES

- (a) **MAINTAIN** accurate accounting records in compliance with generally accepted accounting principles (GAAP), CCC Rules and policies and where applicable, the financial rules and regulations of the CARICOM Secretariat.
- (b) **PREPARE** monthly, quarterly, and annual financial and/or management statements in accordance with generally accepted accounting principles (GAAP) or applicable standards for internal and external reporting.
- (c) **OVERSEE** budgeting processes including preparation, tracking, and variance analysis
- (d) **MAINTAIN** the general ledger and ensure accurate posting of transactions.
- (e) **MONITOR** and reconcile all bank accounts and regional fund transfers and monitor cash flow.
- (f) **SUPPORT** the preparation of the annual budget and forecast reports.
- (g) **PROCESS/ADMINISTER** payroll and staff benefits in compliance with applicable standards and rules.

- (h) **MAINTAIN** fixed asset register and depreciation schedules.
- (i) **LIAISE** with external auditors; prepare financial reports and documentation for audits.
- (j) **ENSURE** internal controls are adhered to and continuously monitored.
- (k) **MANAGE** accounts receivable and payable, including regional invoicing and collections.
- (l) **PARTICIPATE** in financial analysis to support strategic planning and decision-making.
- (m) **ASSIST** with procurement processes and ensure alignment with financial policies.
- (n) **STAY** updated on regional, and where relevant, international financial legislation and advise management on implications.
- (o) **ENSURE** transparency and compliance with financial regulations set by the institution and contributing member states.
- (p) **MAINTAIN** the register of leave of staff.
- (q) **PROVIDE** support and attend meetings of the Audit subcommittee or Commissioners when requested.

#### 4. QUALIFICATIONS AND EXPERIENCE

- (a) A professional designation (e.g., ACCA, CPA, CGA, CA).
- (b) Minimum of 5 years of experience, preferably within a regional or multi-country organisation.
- (c) Demonstrated experience in examining records, reconciling accounts and preparing and interpreting financial reports/statements.
- (d) Experience working with international donors or regional institutions would be an asset.

#### 5. SKILLS AND COMPETENCIES

- (a) Strong analytical and problem-solving skills.
- (b) Attention to detail and a high level of accuracy.
- (c) Excellent interpersonal and communication skills.
- (d) Ability to work independently and across multiple jurisdictions.
- (e) Skills in arrears management and experience in managing revenue collection and bad debt.

- (f) Proficiency in Microsoft Office and accounting software packages, in particular AccountView.
- (g) Strong organisational and time management skills.
- (h) Strong report writing skills.
- (i) High level of integrity, discretion, and confidentiality.
- (j) Analytical thinking and financial acumen.

## 6. WORK ENVIRONMENT

Office-based.

Must be willing to work flexible hours when required for financial reporting deadlines or audits.

## 7. APPLICATIONS

Applications in English with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, three referees (**at least two of whom must be familiar with the applicant's work**), and other relevant information, should be addressed to:

Chair

Human Resource Committee

CARICOM Competition Commission

Hendrikstraat #69

Paramaribo, Suriname

and sent by email to [admin@ccc.sr](mailto:admin@ccc.sr)

8. The deadline for submission of applications is **September 05, 2025** – The title of the vacancy should be clearly identified in the subject line of the email.

***“THE COMMISSION SHALL ACKNOWLEDGE RECEIPT OF ALL APPLICATIONS AND ADVISE AS TO THE OUTCOME OF CANDIDATES APPLICATION IN A TIMELY MANNER”***