



JOB DESCRIPTION

POSITION: Accounts Associate

REPORTING RELATIONSHIP: Accounts Associate reports to the Financial Controller

COLLABORATIVE RELATIONSHIPS: All Staff

SUMMARY DESCRIPTION

To facilitate effective coordination, implementation and monitoring of Financial Management Institutional Priority 2 (IP2) of the CARICOM Development Fund (CDF), the Accounts Associate will work in close collaboration with the Accountant in the IP2 and help resolve complex finance-related issues and support the implementation of the organization's overall mandate.

1. DUTIES AND RESPONSIBILITIES

Under the general guidance of the Accountant and supervision of the Financial Controller, the Accounts Associate will support the provision of financial services to ensure high quality, accuracy and consistency of work. The Accounts Associate will also be responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations of IP2

Administration and document management

- Draft and type correspondence, including, cheques, forms and letters
- Edits, formats and provides inputs to correspondence, documents and/or presentations
- Maintain a proper filing system for financial records and documents.
- Log all documents entering and leaving the department
- Establish document control procedures
- Monitor and order any office stationery required for the Finance Department

Financial Management

- Perform the day-to-day processing of financial transactions to ensure they comply with CDF's Financial Management and Accounting Policy and Procedures (vouchers, entries, etc.)
- Assist with various financial tasks related to, monthend, quarterend and yearend closure
- Prepare, verify, and process invoices for payment in IPSAS and QuickBooks
- Liaise with suppliers on matters relating to finance as required
- Assume responsibility for and administer Petty Cash
- Receive cash and make deposits
- Support the preparation of department reports
- Ensure all supporting documents received from project teams for payment contain the required supporting documentation

Projects/Procurement

As the first point of contact in the department:

- Ensure that procurement procedures have been followed. This means ensuring that all goods and services meet strict procurement guidelines followed by the CDF or have been certified as compliant by the designated authority.
- Review submissions from special project officers for payment to ensure the designated authority has certified compliance with procurement rules prior to payment.

Other Support Functions

- Any other responsibilities that may be assigned

2. REQUIRED SKILLS AND EXPERIENCE

Education

- First degree in Accounting or related field (such as Management or Finance) with the equivalent of one degree year of academic training in accounting is required;
and
- Diploma or associate degree in Administration or related field.

Experience

- At least two (2) years of relevant experience in Accounting, Finance, Administration support services.
- Competence in the use of computers and Microsoft suite (Word, Excel, PowerPoint etc. at the intermediate level).

Skills

- Attention to detail and high level of accuracy
- Analytical and problem-solving skills
- Excellent oral and written communication skills in English
- Self-motivated with strong inter-personal skills and the ability to work well independently or as part of a team
- Demonstrated ability to exercise good judgement
- Service-minded, punctual, proactive, and reliable
- Ability to organize work efficiently.