

Job Title: Accountant

INTRODUCTION

The Caribbean Development Bank (CDB/the Bank) is seeking to recruit a dynamic and analytical professional for the role of Accountant. The successful candidate will be based at CDB's headquarters in St. Michael, Barbados.

THE ROLE

Reporting to the Manager, Accounting, the Accountant is primarily responsible for coordinating the preparation of financial statements and reports. The Accountant is also responsible for reviewing the receivables and payables and for reviewing payroll adjustments and calculation of terminal benefits. The Accountant assists in the preparation of relevant portions of the Administrative Budget.

KEY RESPONSIBILITIES

The responsibilities of the Accountant include:

- Coordinating the preparation of quarterly financial statements and supporting schedules, including the maintenance of appropriate working paper files
- Preparing financial statements as required for Management or external audit for all subsidiary funds including Pension funds as well as various borrowings and grants
- Preparing financial information for special reports for internal and external use, and monitoring of financial statements from agencies for forwarding to the donors
- Reviewing the General Ledger and Schedules prepared by Units and initiating adjustments where necessary
- Maintenance of, and monitoring compliance with, the Bank's Administrative Budgets
- Reviewing monthly payroll adjustments and calculation of terminal benefits
- Reviewing Accounts Receivables billings for staff and others, reconciliation of suppliers' statements and accruals of quarterly and yearly administrative expenses
- Authorising payments within the Bank's payment systems.
- Training of staff in the Unit.

QUALIFICATIONS

The ideal candidate for this role should have:

- A recognised professional accounting designation (e.g. ACCA, CPA, CIMA) or a Master's degree in Accounting, Finance, or Business Administration or equivalent
- A minimum of 5 years of experience in accounting or financial reporting, preferably in a financial institution or similar environment
- Experience with the preparation of financial statements and reporting in compliance with international accounting standards (e.g., IFRS, IPSAS)
- Experience in preparing financial reports for internal and external stakeholders, including auditors and donors
- Experience preparing audit-ready financial documents and ensuring compliance with internal controls and external requirements
- Experience with payroll processing, accounts receivable/payable reconciliation, and budgeting processes

FUNCTION SPECIFIC COMPETENCIES

The Accountant should be able to demonstrate:

- Strong analytical and problem-solving skills with attention to detail, advanced ability to recognise inconsistencies, see trends and advise where further analysis is needed.

- Thorough knowledge of accounting standards and understanding of the processes related to reporting, budgeting, forecasting, and other financial skills, staying abreast of any new accounting reporting requirements.
- Effective communication and interpersonal skills to collaborate with internal teams and external stakeholders.
- Excellent organisational and time-management skills to manage multiple priorities.
- Effective communication and interpersonal skills to collaborate with internal teams and external stakeholders.
- The ability to work independently while also functioning well within a team environment.
- Strong leadership capability

BEHAVIOURAL COMPETENCIES

The successful candidate should demonstrate a strong proficiency in the following competencies:

Competency	Definition
Acting as a Champion for Change	Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment; and supports people in their efforts to try new things.
Acting Decisively	Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.
Acting Strategically	Aligns day-to-day activities around broader organisational goals and objectives; prioritises resources based on the strategic objectives of the organisation; recognises and rewards people based on how their actions support the broader needs of the organisation.
Championing Customer Needs	Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
Communicating Effectively	Consistently communicates with clarity and thoroughness to optimise audience understanding. Communicates information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills.
Delivering High Quality Work	Critically reviews work processes to ensure quality; addresses problems that could impact quality; makes sure project deliverables and services meet all requirements and expectations; does not make the same mistakes twice.
Displaying Technical Expertise	Keeps his/her technical skills current; effectively applies specialised knowledge and skills to perform work tasks; understands and masters the technical skills, knowledge, and tasks associated with his/her job; shares technical expertise with others.
Driving for Results	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

TERMS OF APPOINTMENT

This role is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. The benefits package includes a pension plan, life and medical insurances.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that we will not discuss your background and interest with anyone including references, without your prior consent.

The deadline for submission of applications is **March 24, 2025**, at 11:59 pm AST.

The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious, cultural background, gender, sexual orientation, or disabilities. Women are strongly encouraged to apply.

The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request such accommodation.

